

Governance, Risk and Audit Committee



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25 November 2024

A meeting of the **Governance, Risk and Audit Committee** of North Norfolk District Council will be held in the **Council Offices, Holt Road, Cromer, NR27 9EN** on **Tuesday, 3 December 2024** at **2.00 pm**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Cllr S Bütikofer, Cllr J Boyle, Cllr S Penfold, Cllr C Cushing, Cllr L Vickers and Cllr A Fletcher

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch

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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS

To receive public questions, if any.

4. ITEMS OF URGENT BUSINESS

To determine any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act 1972.

5. DECLARATIONS OF INTEREST

1 - 6

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The code of conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

6. MINUTES

7 - 14

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 10 September 2024.

7. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST

To monitor progress on items requiring action from the previous meeting, including progress on implementation of audit recommendations.

8. PERFORMANCE AND PRODUCTIVITY OVERSIGHT BOARD

15 - 20

Performance and Productivity Oversight Board Update	
Executive Summary	This is an update report to inform GRAC of the work of Performance and Productivity Oversight Board and the progress made to date around various elements of the work of the Board.
Options considered	N/A
Consultation(s)	N/A
Recommendations	It is recommended that GRAC note the Performance and Productivity Oversight Board for its successes since its inception and in its future delivery plans.

Reasons for recommendations	To achieve an understanding of the Council's performance, drivers of service demand, changing policy context and ensure there is a strategy to respond to current and future pressures, along with the Board continually monitoring and challenging corporate performance and being a champion of service transformation.
Background papers	Performance and Productivity Oversight Board Terms of Reference.

Wards affected	None
Cabinet member(s)	N/A
Contact Officer	Steve Hems – Director for Communities

9. **RESPONDING TO COMPLAINTS**

21 - 28

Local Government & Social Care Ombudsman Annual Report and Internal Complaints Summary 2023/24	
Executive Summary	Annual summary of complaint statistics from the Local Government and Social Care Ombudsman and NNDC for the year ending 31 March 2024.
Options considered	This report details the outcomes of complaints referred to the Local Government and Social Care Ombudsman (LGSCO) 23/24, alongside those complaints recorded internally through the Council's Workbench system.
Consultation(s)	None
Recommendations	That Cabinet / Overview and Scrutiny notes the LGSCO's annual report and NNDC complaints figures and agrees that no significant issues are raised with respect to the Council's processes or service provision.
Reasons for recommendations	Of the 13 complaints escalated to the LGSCO only 3 were investigated and 2 of these upheld.
Background papers	Annual Review Letter 2023/24 from the LGSCO received 17 July 2024

Wards affected	All
Cabinet member(s)	Cllr Tim Adams, Leader of the Council
Contact Officer	Steve Blatch Chief Executive Steve.blatch@north-norfolk.gov.uk

10. EXTERNAL AUDIT LETTER

29 - 74

To review and note the External Auditor's Annual Report for 2021 - 2023 and the accompanying Auditor's certificate.

11. INTERNAL AUDIT PROGRESS & FOLLOW UP REPORT

75 - 108

Summary:	This report provides details of progress with the 2024/25 Internal audit Plan and outstanding recommendations.
Conclusions:	The 2024/25 Internal Audit Plan is progressing, and some audits are behind schedule; four final reports have been issued. Outstanding recommendations are progressing.
Recommendation:	That the Committee is requested to receive and note: <ul style="list-style-type: none"> • Progress with delivering the 2024/25 Internal Audit Plan and outstanding recommendations.
Cabinet member(s):	All
Ward(s) affected:	All
Contact Officer, telephone number, and e-mail:	Teresa Sharman 01603 430138 teresa.sharman@southnorfolkandbroadland.gov.uk

12. SIGN OFF OF ACCOUNTS 2021/22 & 2022/23

109 - 312

Draft Statements of Accounts 2021/22 and 2022/23	
Executive Summary	This report presents to the Committee the Draft Statement of Accounts for the 2021/22 and 2022/23 financial years. These are for the Committee to note, in advance of approval of the final un-audited version at a date to be confirmed.
Options considered	No options are applicable
Consultation(s)	Internal and External Audit Section 151 Officer
Recommendations	That the Committee review and note the draft statements of Accounts for 2021/22 and 2022/23.

Reasons for recommendations	To enable effective Member scrutiny of the Council's financial performance.
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley – Director of Resources and Section 151 Officer

13. **MONITORING OFFICER'S REPORT** 313 - 342

To review and note the Monitoring Officer's Report

14. **CIVIL CONTINGENCIES UPDATE** 343 - 354

Civil Contingencies Annual Report	
Executive Summary	The Civil Contingencies Team and the wider continued to discharge its responsibilities under the Civil Contingencies Act, 2004.
Options considered	This is a briefing report only.
Consultation(s)	None
Recommendations	To note the report and the council's contribution to the Norfolk Resilience Forum and the response to it.
Reasons for recommendations	A better understanding of the challenges in the area and the role of the Norfolk Resilience Forum in preparedness planning and incident response to discharge our obligations under the Civil Contingencies Act 2004.
Background papers	Appendix A - NNDC Resilience Training Plan Appendix B - Rainfall Figures 2023-2024

Wards affected	All
Cabinet member(s)	Cllr Callum Ringer
Contact Officer	Alison Sayer Resilience Manager

15. **BUSINESS CONTINUITY POLICY AND FRAMEWORK** 355 - 382

Business Continuity Policy and Business Continuity Management Framework	
Executive Summary	The Business Continuity Policy and the Business Continuity Management Framework have both been reviewed and updated.

Options considered	Retaining the current Business Continuity Policy and the Business Continuity Management Framework.
Consultation(s)	None
Recommendations	To adopt the revised Business Continuity Policy and the Business Continuity Management Framework.
Reasons for recommendations	Minor changes have been made to both documents to align with the Council's Net Zero 2030 Strategy & Climate Action Plan.
Background papers	2024 Review of BC Policy and BCM Framework Climate Impact Assessment Tool - justifications

Wards affected	All
Cabinet member(s)	Cllr Callum Ringer
Contact Officer	Alison Sayer Resilience Manager

16. RISK MANAGEMENT FRAMEWORK 383 - 402

To review and adopt the Risk Management Policy and Framework.

17. CORPORATE RISK REGISTER 403 - 428

To review and note the corporate risk register and consider any necessary recommendations.

18. TREASURY MANAGEMENT MID YEAR REPORT 2024/25 429 - 444

Treasury Management Mid Year Report	
Executive Summary	This report provides mid-year information to Me treasury activity
Options considered	This report is for information purposes.
Consultation(s)	None
Recommendations	To recommend that GRAC recommends Fu approves the Treasury Management Half Yearly
Reasons for recommendations	To comply with Local government require reporting treasury activity regularly.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley Director of Resources

19. PROCUREMENT EXEMPTIONS 445 - 446

To consider the Procurement Exemptions register.

20. COMMITTEE SELF-ASSESSMENT - ACTION PLAN 447 - 450

21. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME

To review the Governance, Risk & Audit Committee Work Programme.

22. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”