

# Governance, Risk and Audit Committee



**Please contact:** Democratic Services

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17 March 2025

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, 25 March 2025 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 arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. 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. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516047, Email:[democraticservices@north-norfolk.gov.uk](mailto:democraticservices@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should 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 this meeting is live-streamed: [NNDC eDemocracy - YouTube](#)

**Emma Denny**  
**Democratic Services Manager**

**To:** Cllr S Bütikofer (Chair) , Cllr J Boyle, Cllr C Cushing, Cllr A Fletcher, Cllr S Penfold, Cllr L Vickers and Mr V Platten (Independent Member)

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

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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. 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.

**5. 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.

**6. MINUTES**

**(a) THE MINUTES OF THE MEETING OF THE GOVERNANCE, RISK & AUDIT COMMITTEE HELD ON 03 DECEMBER 2024.**

7 - 18

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 03 December 2024.

**(b) THE MINUTES OF THE MEETING OF THE GOVERNANCE, RISK & AUDIT COMMITTEE HELD ON 25 FEBRUARY 2024 - TO FOLLOW**

*Please note that these minutes will go to the next meeting of the Committee for approval.*

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

19 - 20

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

**8. INTERNAL AUDIT PLAN 2025/2026 CHARTER AND MANDATE**

21 - 56

Summary:	This report provides details of the Internal Audit Plan 2025/26, and the Charter and Mandate.
Conclusions:	The 2025/26 Internal Audit Plan 2025/26 has been developed and agreed with management addressing corporate risks and priorities.

Recommendation:	That the Committee is requested to review and approve:  1. The Internal Audit Plan 2025/26 and Internal Audit Charter and Mandate.
Cabinet member(s):	All
Ward(s) affected:	All
Contact Officer: Telephone No: E - mail:	Teresa Sharman 01603 430138 <a href="mailto:teresa.sharman@southnorfolkandbroadland.gov.uk">teresa.sharman@southnorfolkandbroadland.gov.uk</a>

**9. INTERNAL AUDIT PROGRESS REPORT MARCH 2025**

57 - 78

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; seven final reports have been issued. Outstanding recommendations are progressing.
Recommendation:	That the Committee is requested to receive and note:  1. Progress with delivering the 2024/25 Internal Audit Plan and outstanding recommendations.
Cabinet member(s):	All
Ward(s) affected:	All
Contact Officer: Telephone No: E - mail:	Teresa Sharman 01603 430138 <a href="mailto:teresa.sharman@southnorfolkandbroadland.gov.uk">teresa.sharman@southnorfolkandbroadland.gov.uk</a>

**10. REVIEW OF THE COUNCIL'S ASSETS REGISTER**

79 - 98

<b>Executive Summary</b>	This report is being presented to this committee in response to the request to include a review of the Council's Assets Register in the Work Programme of this Committee on an annual basis.
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Options considered	As this is the presentation of factual content there were no other options considered.
Consultation(s)	Section 151 Officer
Recommendations	It is recommended that the Committee note the contents of the report and the exempt Appendix A
Reasons for recommendations	To enable the Committee to review the Council's Assets Register as requested and discuss any matters arising from the content.
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, 01263 516439, <a href="mailto:tina.stankley@north-norfolk.gov.uk">tina.stankley@north-norfolk.gov.uk</a>

**11. CORPORATE RISK REGISTER**

99 - 124

To receive and comment on the Interim Corporate Risk Register as at February 2025

**12. PROCUREMENT EXEMPTIONS**

125 - 126

To receive the Procurement Exemptions Register.

**13. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME**

127 - 128

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

**14. 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 3 of Part I of Schedule 12A (as amended) to the Act.”

Information in this appendix involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.

This paragraph relates to:

Para 3. Information relating to the financial or business affairs of any

particular person (including the authority holding that information)

The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

The information is sensitive, relating to the Council's cyber risk management and security. Releasing this into the public domain could put the Council's IT security systems at risk.

**15. PRIVATE BUSINESS**

**(a) INTERNAL PROGRESS REPORT 2024- 2025 - APPENDIX B TO AGENDA ITEM 12 129 - 138**

To note Appendix B to Agenda item 12 – Internal Progress Report 2024- 2025 is confidential: Executive Summary Cyber Security