

# Governance, Risk and Audit Committee



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2<sup>nd</sup> September 2019

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, 10 September 2019** 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. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@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 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:** Mr J Rest, Mr S Penfold, Mr T Adams, Mr C Cushing, Mrs J Stenton and Mr J Toye

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

**Corporate Directors:** Nick Baker and Steve Blatch  
**Tel** 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005  
**Email** [districtcouncil@north-norfolk.gov.uk](mailto:districtcouncil@north-norfolk.gov.uk) **Web site** [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. PUBLIC QUESTIONS**

To receive public questions, if any.

**3. 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.

**4. DECLARATIONS OF INTEREST**

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. MINUTES**

1 - 6

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 23<sup>rd</sup> July 2019.

**6. PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY: 1 APRIL 2019 TO 29 AUGUST 2019**

7 - 18

**Summary:** This report examines the progress made between 1 april 2019 to 29 august 2019 in relation to delivery of the annual internal audit plan for 2019/20.

**Conclusions:** Progress in relation to delivery of the internal audit plan is line with expectations; and positive assurance has been awarded in the audit reviews finalised in this period.

**Recommendations:** It is recommended that the Committee notes the outcomes of the assurance audit completed between 1 April 2019 to 29 August 2019.

Cabinet member(s):  
All

Ward(s) affected:  
All

Contact Officer, telephone  
number, and e-mail:

Faye Haywood, Internal Audit  
Manager for North Norfolk DC  
01508 533873, [fhaywood@s-  
norfolk.gov.uk](mailto:fhaywood@s-norfolk.gov.uk)

## 7. CORPORATE RISK REGISTER

19 - 38

**Summary:** The Corporate Risk Register (CRR) monitors and tracks the Council's most significant risks. This Report provides Members with an update in relation to the Corporate Risk Register.

**Conclusions:** The changes made to the register will help to improve the monitoring and ownership of the corporate risk register and the actions contained therein.

**Recommendations:** Members are asked to note CRR.

|                   |                  |
|-------------------|------------------|
| Cabinet Member(s) | Ward(s) affected |
| All               | All              |

Contact Officer, telephone number and email:  
Duncan Ellis, 01263 516330, [Duncan.ellis@north-norfolk.gov.uk](mailto:Duncan.ellis@north-norfolk.gov.uk)

## 8. ANNUAL ACCOUNTS UPDATE

Verbal update to be provided on the current status of the Annual Accounts sign-off.

## 9. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST 39 - 40

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

## 10. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME 41 - 42

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

## 11. 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 part 1 of schedule 12A (as amended) to the Act.”