

Governance, Risk and Audit Committee



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25th November 2019

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

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
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Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

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

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

1 - 6

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 10th September 2019.

7. PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY: 30 AUGUST 2019 TO 21 NOVEMBER 2019

7 - 18

Summary: This report examines the progress made between 30 August 2019 to 21 November 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 30 August 2019 to 21 November 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

8. FOLLOW-UP ON INTERNAL AUDIT RECOMMENDATIONS 1 APRIL TO 21 NOVEMBER 2019 19 - 30

Summary: This report provides an overview of progress made in implementing agreed audit recommendations due for completion between 1 April to 21 November 2019.

Conclusions: Good progress continues to be made in addressing audit recommendations with a high percentage of these being actioned by management.

Recommendations: It is recommended that the Committee notes management action taken to date regarding the delivery of audit recommendations.

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

9. CIVIL CONTINGENCIES UPDATE - 2019 31 - 34

To receive the annual Civil Contingencies Update.

10. CORPORATE RISK REGISTER

35 - 56

Summary: Following discussion at the last Governance, Risk and Audit Committee on 10 September 2019, an update paper has been provided in relation to the Corporate Risk Register (CRR). The last update to the Risk Management Policy and Framework was approved by the Governance, Risk and Audit Committee (GRAC) in March 2018. The documents are reviewed every two years with the next scheduled update due for March 2020. This policy sets the framework for the Council's Corporate Risk Register (CRR) which monitors and tracks the Council's most significant risks. This report is to provide Members with an update in relation to the Corporate Risk Register.

Conclusions: The changes which have been made to the register and those proposed for future action will help to improve the monitoring and ownership of the corporate risk register and the actions contained therein.

Recommendations: Members are asked to note the report, the improvements made and the proposed improvements to be considered as part of the update process for the CRR in March 2020.

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

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

11. ANNUAL ACCOUNTS UPDATE

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

12. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST 57 - 58

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

13. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME 59 - 60

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

15. CONFIDENTIAL INVESTIGATION

61 - 64

Members to consider the content of the confidential briefing note and consider any necessary recommendations.