

Governance, Risk and Audit Committee



Please contact: Matt Stembrowicz
Please email: matthew.stembrowicz@north-norfolk.gov.uk
Please direct dial on: 01263 516047

27th July 2020

A meeting of the **Governance, Risk and Audit Committee** of North Norfolk District Council will be held in the **remotely via Zoom** on **Tuesday, 4 August 2020** 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

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
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 16th June 2020.

7. MONITORING OFFICER'S REPORT 2019/20

7 - 18

To receive and note the Monitoring Officer's Annual Report.

8. COUNTER FRAUD, CORRUPTION AND BRIBERY POLICY

19 - 36

Summary: The updated Counter Fraud, Corruption and Bribery Policy is attached to this report at Appendix 1.

Conclusion: The above policy has been reviewed and updated. The last review was carried out in 2017. There have been minimal updates to this policy. The next review will take place in 2023.

Recommendation: **That Members review the updates to the attached policy before recommending to Cabinet for approval.**

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

Summary: The Accounts and Audit Regulations 2015 require that “a relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance”.

Conclusion: The attached report at Appendix 1, provides the Council with the intended approach to providing the Council with assurance over key risks that have materialised due to the Coronavirus pandemic. This approach ensures that enough coverage is provided for the 2020/21 annual internal audit opinion to be given whilst ensuring that the planned work does not adversely impact upon recovery efforts.

Recommendation: **To note and approve:**

- a) **The approach to providing assurance for 2020/21 due to the Coronavirus Pandemic.**
- b) **The revised Strategic Internal Audit plan 2020/21-2022/23**
- c) **The revised Annual Internal Audit Plan 2020/21**

Cabinet member(s):
All
Contact Officer, telephone number,
and e-mail:

Ward(s) affected:
All
Faye Haywood, Internal Audit Manager
for North Norfolk DC
01508 533873,
fhaywood@s-norfolk.gov.uk

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| 10. | EGMERE PROJECT AUDIT REPORT | 51 - 62 |
| | To receive and note the Egmere Project Audit Report. | |
| 11. | SHERINGHAM LEISURE CENTRE PROJECT AUDIT REPORT | 63 - 80 |
| | To receive and note the Sheringham Leisure Centre Audit Report. | |
| 12. | GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST | 81 - 82 |
| | 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 | 83 - 86 |
| | 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. | MANAGEMENT RESPONSE TO INTERNAL INVESTIGATION - DIGITAL MAIL ROOM | 87 - 96 |
| | To receive and note the management response to the audit investigation. | |