

# Governance, Risk and Audit Committee



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21<sup>st</sup> September 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, 29 September 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](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

**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

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 - 8

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 4<sup>th</sup> August 2020.

### 7. PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY

9 - 16

**Summary:** This report examines the progress made between 4 June 2020 to 18 September 2020 in relation to delivery of the Annual Internal Audit Plan for 2020/21.

**Conclusions:** Progress in relation to delivery of the internal audit plan is line with expectations.

**Recommendations:** **It is recommended that the Committee notes the outcomes of the assurance audit completed between 4 June 2020 and 18 September 2020.**

Cabinet member(s):  
All

Ward(s) affected:  
All

Contact Officer, telephone number,  
and e-mail:

Fiona Dodimead  
[fiona.dodimead@ttaa.co.uk](mailto:fiona.dodimead@ttaa.co.uk)

Appendices attached to this report:  
Progress Report on Internal Audit  
Activity

8. **ANNUAL GOVERNANCE STATEMENT & LOCAL CODE OF CORPORATE GOVERNANCE** 17 - 68

**Summary:** The Corporate Governance framework is made up of the systems and processes, culture and values by which an organisation is directed and controlled. For local authorities this includes how a Council relates to the community it serves. The Local Code of Corporate Governance is a public statement of the ways in which the Council will achieve good corporate governance. This is based on the development of the new '*Delivering Good Governance in Local Government: Framework*' (2016) produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) and focusses on the seven core principles and sub-principles of good governance. The Annual Governance Statement is prepared following a review of all the evidence available to the Council in seeking compliance with its Local Code. For this year both of these documents have been considered in light of the ongoing Covid-19 pandemic.

**Conclusions:** The arrangements set out in the Local Code of Corporate Governance and the Annual Governance Statement will allow the Council to move ahead with its corporate planning processes confident that it can address the issues of governance and risk.

**Recommendations:** **Members are asked to review and approve the Annual Governance Statement along with the updated Local Code of Corporate Governance.**

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)

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|------------|--|-----------|
| <b>9.</b>  | <b>FINAL STATEMENT OF ACCOUNTS 2018-19</b>   | 69 - 196  |
|            | To approve the final Statement of Accounts for the 2018-19 financial year.   |           |
| <b>10.</b> | <b>LETTER OF REPRESENTATION</b>  | 197 - 204 |
|            | To receive the Letter of Representation from the Chief Financial Officer.  |           |
| <b>11.</b> | <b>AUDIT RESULTS REPORT</b>  | 205 - 248 |
|            | To receive the Audit Results Report for the 2018-19 financial year, ended 31 <sup>st</sup> March 2019.   |           |
| <b>12.</b> | <b>DRAFT STATEMENT OF ACCOUNTS 2019-20</b>   | 249 - 368 |
|            | To review and comment on the 2019-20 Draft Statement of Accounts.  |           |
| <b>13.</b> | <b>CORPORATE RISK REGISTER</b>   | 369 - 380 |
|            | To review and note the Corporate Risk Register.  |           |
| <b>14.</b> | <b>GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST</b>   | 381 - 382 |
|            | To monitor progress on items requiring action from the previous meeting, including progress on implementation of audit recommendations.  |           |
| <b>15.</b> | <b>GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME</b>   | 383 - 384 |
|            | To review the Governance, Risk & Audit Committee Work Programme.   |           |
| <b>16.</b> | <b>EXCLUSION OF THE PRESS AND PUBLIC</b>   |           |
|            | 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." |           |