

# Governance, Risk and Audit Committee



**Please contact:** Matt Stembrowicz

**Please email:** [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk)

**Please direct dial on:** 01263 516047

30<sup>th</sup> November 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, 8 December 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 and Mr C Cushing

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](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. 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 29<sup>th</sup> September 2020.

## 7. CIVIL CONTINGENCIES REPORT

9 - 14

<b>Summary:</b>	Annual report from the Resilience Manager on Civil Contingencies.
<b>Options considered:</b>	This is a briefing report only.
<b>Conclusions:</b>	Not applicable.
<b>Recommendations</b>	<b>To note the report and the council's contributions to the Norfolk Resilience Forum and the British Red Cross.</b>
<b>Reasons for Recommendations:</b>	A better understanding of the challenges in the past year and the role of the Norfolk Resilience Forum and British Red Cross in emergency preparedness planning and incident response will help to discharge our obligations under the Civil Contingencies Act, 2004.

### **LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

N/A

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

Contact Officer, telephone number and email: Alison Sayer, Resilience Manager, 01263 516269, [alison.sayer@north-norfolk.gov.uk](mailto:alison.sayer@north-norfolk.gov.uk).

8. **PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY: 19TH SEPTEMBER 2020 TO 25TH NOVEMBER 2020** 15 - 22

**Summary:** This report examines the progress made between 19 September 2020 and 25 November 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 in line with expectations.

**Recommendations:** **It is recommended that the Committee notes the outcomes of the assurance audit completed between 19 September 2020 and 25 November 2020.**

Cabinet member(s):  
All

Ward(s) affected:  
All

Contact Officer, telephone number,  
and e-mail:

Fiona Dodimead  
fiona.dodimead@tiaa.co.uk

9. FOLLOW UP ON INTERNAL AUDIT RECOMMENDATIONS 31 MARCH 2020 TO 25 NOVEMBER 2020 23 - 40

**Summary:** This report provides an overview of progress made in implementing agreed audit recommendations due for completion between 31 March 2020 and 25 November 2020.

**Conclusions:** Progress continues to be made in addressing audit recommendations.

**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,  
number, and e-mail:

telephone Faye Haywood, Internal Audit  
Manager for North Norfolk DC  
01508 533873, fhaywood@s-  
norfolk.gov.uk

- 10. NEW PROJECT GOVERNANCE AND MANAGEMENT FRAMEWORK** 41 - 96
- To review and comment on the new project governance and management framework.
- 11. CORPORATE RISK REGISTER** 97 - 108
- To review and note the Corporate Risk Register.
- 12. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST** 109 - 110
- 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** 111 - 112
- 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.”