

Governance, Risk and Audit Committee



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01 March 2021

A meeting of the **Governance, Risk and Audit Committee** of North Norfolk District Council will be held remotely via Zoom on **Tuesday, 9 March 2021 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

PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19

Please note that due to the Covid-19 restrictions, Committee meetings will be held remotely via Zoom video conferencing and live streamed on YouTube.

Public speaking: If you wish to speak on an agenda item, please email Democraticservices@north-norfolk.gov.uk no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

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 C Cushing, Mr H Blathwayt, Dr P Bütikofer and Mr P Fisher

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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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 - 10

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 8th December 2020.

7. EY ANNUAL AUDIT LETTER

11 - 28

To receive and note the EY Annual Audit Letter for the year ended 31st March 2019.

8. GOVERNANCE, RISK & AUDIT COMMITTEE SELF-ASSESSMENT

29 - 38

Summary:

The Chartered Institute for Public Finance and Accountancy (CIPFA) document on “audit committees - practical guidance for local authorities and police” sets out the guidance on the function and operation of audit committees. It represents CIPFA’s view of best practice and incorporates the position statement previously issued.

It is good practice for audit committees to complete a regular self-assessment exercise, to be satisfied that the Committee is performing effectively.

Conclusion:

During the 2019 self-assessment the Committee considered the Governance Risk and Audit Committee to be mostly in conformance with the CIPFA guidance. Undertaking a regular review of its

performance against best practice ensures that the Committee has properly assessed the way in which it discharges its duties.

Recommendation: That the Committee discuss the attached checklist at Appendix 1 to this report from 2019 and consider whether any of the scoring requires amending or whether improvement actions need to be developed in any areas.

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. PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY: 27 NOVEMBER 2020 TO 26 FEBRUARY 2021 39 - 64

Summary: This report examines the progress made between 27 November 2020 to 26 February 2021 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 audits completed between 27 November 2020 and 26 February 2021.

Cabinet member(s):
All

Ward(s) affected:
All

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telephone number, and e-mail:

Faye Haywood
01508 533873,
fhaywood@s-norfolk.gov.uk

10. UPDATE ON STRATEGIC AND ANNUAL AUDIT PLANS

To receive a verbal update on the strategic and annual internal audit plans.

11. CORPORATE RISK REGISTER 65 - 94

To review and note the Corporate Risk Register.

12. CROMER SPORTS HUB PROJECT - AUDIT REPORT

95 - 108

Summary: This report contains the Executive Summary of the Internal Audit review - NN2112 Cromer Sports Hub project.

Conclusion: As a result of the NN2112 Cromer Sports Hub Project Internal Audit, a 'No Assurance' grading has been given highlighting several weaknesses that should be addressed to improve the Council's future approach to project management.

Recommendation: **That the Committee review the Executive Summary at Appendix 1 of this report and suggested improvement actions and note the additional context provided at Appendix 2.**

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

13. 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.

14. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME 111 - 114

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

15. 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."