

### **Audit committee**

**Date:** Tuesday, 09 March 2021

**Time:** 15:00

**Venue:** Remote access

**Committee members:**

**Councillors:**

Price (chair)

Driver (vice chair)

Giles

McCartney-Gray

Peek

Schmierer

Stutely

Wright

**For further information please contact:**

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Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



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## Agenda

### Page nos

**1 Apologies**

To receive apologies for absence

**2 Public questions/petitions**

To receive questions / petitions from the public.  
Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Thursday, 4 March 2021**.

Petitions must be received by the committee officer detailed on the front of the agenda by **10am on Monday, 8 March 2021**

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution

**3 Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

**4 Minutes**

**5 - 12**

To approve the minutes of the meeting held on 24 November 2020

**5 Audit Annual Audit Letter 2019-20**

**13 - 38**

**Purpose** - This reports presents the annual audit letter

**6 External audit plan 2020-21 - discussion on development of the external audit plan**

This is an opportunity for members of the committee to discuss with the external auditors the content and focus of the external audit plan for the 2020-21 accounts. The external audit plan will be considered at the next meeting of the committee.

**7 Internal Audit Update 39 - 50**

**Purpose** - To advise members of the work of internal audit, completed between November 2020 to February 2021 and the progress against the internal audit plan. The role of internal audit is to provide the audit committee and management with independent assurance, on the effectiveness of the internal control environment.

The 2020-21 Audit Plan was approved by the audit committee in March 2020 and subsequent revisions agreed at the meeting in November 2020.

**8 Business Grant Payments 51 - 56**

**Purpose** - This report sets out the process, controls, administration, payment and reporting of business support grants; and, the results of the recent internal audit on the Retail Hospitality and Leisure Grant (RHLG), Small Business Grant (SBG) and the Discretionary Business Grants (DBG).

**9 Internal Audit Plan 2021-22 57 - 64**

**Purpose** - To agree the draft internal audit plan for 2021-22.

