



## **PART 'A'**

### North Devon Council Items:

6. **Business Continuity Update.** Community Protection Manager to report.

### Internal Audit Items:

7. **Internal Audit Annual Report 2017/18.** Report by Mazars Public Sector Internal Audit Limited (attached) (Pages 1 to 14).
8. **Internal Audit Progress Report 2018/19.** Report by Mazars Public Sector Internal Audit Limited (attached) (Pages 15 to 22).

### External Audit Items:

9. **External Audit Findings Report.** Report by Grant Thornton (to follow)
10. **Letter of Representation.** Report by Head of Resources (to follow).

### Standing Items:

11. **Audit Recommendation Tracker.** Report by Head of Corporate and Community Services (attached) (Pages 23 to 30).
12. **Work Programme 2018/19.** To consider the work programme (attached) (Pages 31 to 32).

## **PART 'B' (Confidential Restricted Information).**

Nil.

<p><b>Reminder - Members please return your agenda to the Corporate and Community Services Officer at the end of the meeting.</b></p>
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**If you have any enquiries about this agenda, please contact Corporate and Community Services 01271 388253**

## **North Devon Council protocol on recording / filming at Council meetings**

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

### **Notes for guidance:**

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full postal address is:

North Devon Council, PO BOX 379, Barnstaple, Devon. EX32 2GR.

For 'Sat-Nav' directions use EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side. There should be plenty of spaces.

On arrival at the main entrance dial 8253 for Corporate and Community Services.