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North Devon Council  
Brynsworthy Environment Centre  
Barnstaple  
North Devon EX31 3NP

K. Miles  
Chief Executive.

### **GOVERNANCE COMMITTEE**

A meeting of the Governance Committee will be held in the Barum Room - Brynsworthy on **TUESDAY, 8TH MARCH, 2022 at 6.30 pm.**

**(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. There are limited car parking spaces in the Visitors parking area. If no spaces are available, please find an alternative space. Please ensure that you enter your name and car registration details in the book in front of the entrance door)**

Members of the Governance Committee      Councillor Roome (Chair)

Councillors Bushell, Campbell, Henderson, Luggar, Phillips, Topps, Turton and Walker

### **AGENDA**

9.      Review of the Terms of Reference (Pages 5 - 8)  
        Report by the Senior Solicitor and Monitoring Officer (attached).

**If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253**

28.02.22



## **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 address is:  
Brynsworthy Environment Centre (BEC), Roundswell,  
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is 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.

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



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## **North Devon Council**

Report Date: 25<sup>th</sup> February 2022

Topic: Review of Terms of Reference for the Governance Committee

Report by: Simon Fuller, Senior Solicitor and Monitoring Officer

### **1. INTRODUCTION**

1.1. The Governance Committee is required to annually review the terms of reference under which it operates.

### **2. RECOMMENDATIONS**

2.1. That Governance Committee make no changes to the terms of reference as set out in the Council's Constitution.

### **3. REASONS FOR RECOMMENDATIONS**

3.1. The terms of reference of the Governance Committee are considered to be sufficient and do not require alteration at this time.

### **4. REPORT**

4.1. The current terms are included with this report as an appendix.

4.2. It is considered that the Governance Committee's role and responsibilities as set out in the Constitution are still relevant, appropriate and reflect the function of this Committee.

### **5. RESOURCE IMPLICATIONS**

5.1. There are no resource implications.

### **6. EQUALITIES ASSESSMENT**

6.1. An Equality Impact Assessment has not been completed as no equality issues are affected.

### **7. ENVIRONMENTAL ASSESSMENT**

7.1. There are no environmental implications of this report.

### **8. CORPORATE PRIORITIES**

8.1. Since the recommendation is to maintain the current position as regards this Committee there is no implications of this report on the Corporate Priorities.

### **9. CONSTITUTIONAL CONTEXT**

9.1. Article of Part 3 Annexe 1 paragraph: 5

9.2. Referred or delegated power? Referred



## 10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report: (The background papers are available for inspection and kept by the author of the report).

North Devon District Council's Constitution

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Simon Fuller, Senior Solicitor and Monitoring Officer

## APPENDIX CURRENT TERMS OF REFERENCE

### GOVERNANCE COMMITTEE

Number of Members	Special Requirements	Quorum	Notes
9	<p>Membership of the Committee cannot include Strategy and Resources Members.</p> <p>Members of the Committee must be trained prior to sitting on the Committee (NOTE: Failure to attend the required training will result in exclusion from sitting on the Committee)</p>	3 – Provided at least two political groups are represented	The role of the Committee is to promote good behaviour amongst Councillors and to ensure that all business conducted by the Council is carried out within the law, in accordance with the Constitution and also in accordance with statutory Codes. It is also to promote improvement in governance issues

- (a) Audit functions including receiving and considering reports and making recommendations on them
- (b) Risk management and corporate governance including considering reports from the Local Government Ombudsman.
- (c) Reviewing the annual statement of accounts
- (d) Standards function including dealing with complaints regarding Councillor conduct and the imposition of sanctions.
- (e) Electoral matters including Community Governance Reviews



- (f) Human Resources and Personnel matters including pensions issues
- (g) To hear any appeal in respect of any grievance or disciplinary decision taken by officers

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