



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 as a Virtual – Online meeting on **TUESDAY, 8TH SEPTEMBER, 2020 at 6.30 pm.**

Members of the Governance Committee Councillor Roome (Chair)

Councillors Bushell, Campbell, Henderson, Jenkins, Luggar, Phillips, Topps and Walker.

AGENDA

1. Virtual meetings procedure - briefing and etiquette (Pages 7 - 8)
Chair to report.
2. Apologies for absence
3. To approve as a correct record the minutes of the meeting held on 9th June 2020 (Pages 9 - 16)
To approve as a correct record the minutes of the meeting held on 9th June 2020 with the amendment to minute 80 as follows:

“requirement for the IT business manager to attend the September 2020 meeting of Governance to provide an update report on item CS17 01 Network Security from the audit recommendation tracker”.
4. Items brought forward which in the opinion of the Chair should be considered by the meeting as a matter of urgency.
5. Declarations of Interests.
(Please complete the form provided at the meeting or telephone Corporate and Community Services to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the room if necessary.)
6. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART A

7. **Half Yearly Report of the Chair of the Governance Committee** (Pages 17 - 18)
Report by the Chair (attached).

8. **Annual Governance Statement** (Pages 19 - 30)
Report by the Senior Solicitor and Monitoring Officer (attached).
9. **Recommendations to Update the Member Code of Conduct** (Pages 31 - 40)
Report by the Senior Solicitor and Monitoring Officer (attached).
10. **Statement of Accounts** (Pages 41 - 134)
Draft report by the Head of Resources (attached).
11. **Compensation Payments Made Under Delegated Powers** (Pages 135 - 136)
Report by Customer and Corporate Services Manager (attached).
12. **Internal Audit Progress Report** (Pages 137 - 148)
Report by Devon Audit Partnership (attached).
13. **Informing the Audit Risk Assessment 2019-2020** (Pages 149 - 178)
Report by Grant Thornton (attached).
14. **External Audit - Progress Report and Sector Update** (Pages 179 - 194)
Report by Grant Thornton (attached).
15. **Business Continuity** (Pages 195 - 200)
Report by Emergency Planning Officer (attached).
16. **Update on Business Grant Schemes**
Head of Resources to report.
17. **Audit Recommendation Tracker** (Pages 201 - 204)
Report by the Chief Executive (attached).
18. **Work Programme** (Pages 205 - 206)

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

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

NOTE: Pursuant to Part 3, Annexe 1, paragraph 3 of the Constitution, Members should note that:

"If a Member:

- (a) Arrives at a meeting during the consideration of an item; or*
- (b) Leaves a meeting at any time during the consideration of an item;*

They shall not:

- (i) propose or second any motion or amendment; or*
- (ii) cast a vote*

28.08.20



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 and a reminder will be issued at the commencement of virtual meetings.
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. In a virtual meeting the public will be excluded from the meeting while in Part B.
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. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
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**.

Meeting Etiquette Reminder for Members

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Only use the Chat function to register that you wish to speak or to move or second a motion.

Virtual attendance by members of the public

If members of the public wish to attend virtually, please contact Corporate and Community services on 01271 388253 or memberservices@northdevon.gov.uk by 12pm on the Monday preceding the meeting.