



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, 9TH MARCH, 2021 at 6.30 pm.**

Members of the Governance Committee      Councillor Roome (Chair)

Councillors Bushell, Campbell, Jenkins, Lane, Luggar, Phillips, Topps and Walker

### **AGENDA**

1. Virtual meetings procedure - briefing and etiquette  
Chair to report.
2. Apologies for absence
3. To approve as a correct record the minutes of the meeting held on 12th January 2021 (Pages 7 - 14)
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. **Review of the Committee's Terms of Reference** (Pages 15 - 18)  
Report by the Monitoring Officer (attached).
8. **Annual Review of the Committee's Effectiveness**  
Head of Resources to report.
9. **Half Yearly Report from the Chair of the Governance Committee** (Pages 19 - 28)

Report by the Chair (attached).

10. **Internal Audit Report - Leisure Centre Project** (Pages 29 - 38)  
Report by Devon Audit Partnership (attached).
11. **Internal Audit Plan Report 2021-22** (Pages 39 - 54)  
Report by Devon Audit Partnership (attached).
12. **Internal Audit Charter and Strategy 2021-22** (Pages 55 - 74)  
Report by Devon Audit Partnership (attached).
13. **Internal Audit Progress Report** (Pages 75 - 84)  
Report by Devon Audit Partnership (attached).
14. **External Audit - Progress Report and Sector Update** (Pages 85 - 94)  
Report by Grant Thornton (attached).
15. **Audit Recommendation Tracker** (Pages 95 - 100)  
Report by the Chief Executive (attached).
16. **Work Programme** (Pages 101 - 108)  
To consider the Work Programmes 2020-2021 and 2021-2022 (attached).
17. **Exclusion of Public and Press and Restriction of Documents**  
RECOMMENDED:
  - (a) That, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of the Schedule 12A of the Act (as amended from time to time), namely information relating to the financial or business affairs of any particular person (including the authority holding that information).
  - (b) That all documents and reports relating to the item be confirmed as “Not for Publication”.

## **PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

18. **Corporate Risk Register** (Pages 109 - 148)  
Report by the Chief Executive (attached).

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

1.03.21



## **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**.

