



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. From the 7 May 2021, the law requires all councils to hold formal meetings in person. The council is also ensuring that all venues used are Covid secure and that all appropriate measures are put in place. There are a limited number of spaces available for members of the public to attend. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting [Taking part in meetings \(northdevon.gov.uk\)](http://northdevon.gov.uk))

Members of the Governance Committee Councillor Roome (Chair)

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

AGENDA

1. Apologies for absence
2. To approve as a correct record the minutes of the meetings held on 27th September 2021 and 16th November 2021 (Pages 7 - 16)
3. Items brought forward which in the opinion of the Chair should be considered by the meeting as a matter of urgency.
4. 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.)
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).
6. 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- (b) That all documents and reports relating to the item be confirmed as “Not for Publication”.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)

7. **Update on Business Continuity** (Pages 17 - 32)
Report by the Graduate Emergency Planning Officer (attached).
8. **Re-admittance of Public and Press**
It is RECOMMENDED that the public and press be re-admitted to the meeting.

PART A

9. **Review of the Terms of Reference**
Report by the Senior Solicitor and Monitoring Officer (attached).
10. **Internal Audit Progress Report 2021-22** (Pages 33 - 48)
Report by Devon Audit Partnership (DAP) (attached).
11. **Internal Audit Charter and Strategy** (Pages 49 - 68)
Report by Devon Audit Partnership (DAP) (attached).
12. **Internal Audit Plan 2022-23** (Pages 69 - 84)
Report by Devon Audit Partnership (DAP) (attached).
13. **External Audit Annual Audit Report** (Pages 85 - 120)
Report by Grant Thornton (attached).
14. **External Audit Progress Report and Sector Update** (Pages 121 - 144)
Report by Grant Thornton (attached).
15. **Update on Governance Arrangements**
Chief Executive to report.
16. **Audit Recommendation Tracker** (Pages 145 - 172)
Report by the Chief Executive (attached).

17. **Work Programme 2022-2023** (Pages 173 - 176)

To consider the work programme (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 sign in using the Track and Trace App and follow the signage and instructions in order to access the Meeting Rooms. Alternatively, dial 8253 for Corporate and Community Services if you have any problems.



