



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, 7TH JANUARY, 2025 at 6.30 pm.**

**(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. For meetings held at Brynsworthy only, you can join the meeting virtually via Microsoft Teams. There are also limited spaces to attend the meeting in person. 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)**

Members of the Governance Committee      Councillor Norman (Chair)

Councillors Bushell, Haworth-Booth, Jones, Orange, Quinn, Stevenson, Walker, and Whitehead.

### **AGENDA**

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 12th November 2024 (Pages 7 - 14)
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 telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called. A declaration of interest under the Code of Conduct will be a Disclosable Pecuniary Interest, an Other Registrable Interest or a Non-Registrable Interest. If the item directly relates to your interest you must declare the interest and leave the room for the item, save in the case of Other Registrable Interests or Non-Registrable Interests where you may first speak on the item as a member of the public if provision has been made for the public to speak. If the matter does not directly relate to your interest but still affects it then you must consider whether you are affected to a greater extent than most people and whether a reasonable person would consider your judgement to be clouded, if you are then you must leave the room for the item (although you may speak as a member of the public if provision has been made for the public to speak) or, if you are not, then you can

declare the interest but still take part).

5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

## **PART A**

6. **Community Risk Register and Business Continuity**  
Emergency Planning Officer to report.
7. **Review of Chief Officer Salary Levels** (Pages 15 - 38)  
Report by the Head of Organisational Development (attached).
8. **Exceptions to Contract Procedure Rules** (Pages 39 - 42)  
To consider any exceptions made under 4.3(a), 4.3(b) or 4.3(c) of the Contract Procedure Rules, since the last meeting of the Governance Committee. The Senior Solicitor and Monitoring Officer to report. (Minute extracts attached).
9. **Internal Audit In-Year Monitoring Report** (Pages 43 - 56)  
Report by Devon Assurance Partnership (DAP) (attached).
10. **External Audit - Progress Report and Sector Update**  
Bishop Fleming to report.
11. **Audit Recommendation Tracker** (Pages 57 - 70)  
Report by the Chief Executive (attached).
12. **MHCLG Consultation on the standards and conduct framework for local authorities in England** (Pages 71 - 90)  
Proposed response to Ministry of Housing, Communities and Local Government (MHCLG) Consultation (attached). Senior Solicitor and Monitoring Officer to report.
13. **Work Programme** (Pages 91 - 94)  
To consider the work programme for 2024-2025 (attached).
14. **Report on the Corporate Risk Register** (Pages 95 - 96)  
Report by the Head of Governance (attached).
15. **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)**

- 16. **Cyber Security Update** (Pages 97 - 102)  
Report by the ICT Manager (attached).
- 17. **Corporate Risk Register** (Pages 103 - 124)  
Report by the Head of Governance (attached).

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

27.12.24



## **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. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed 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 Chair 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 recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
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](mailto:memberservices@northdevon.gov.uk) or the Communications Team on **01271 388278**, email [communications@northdevon.gov.uk](mailto: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.

All public meetings held at Brynsworthy Environment Centre are held on the ground floor and are accessible through the main entrance to the building or via a ramp located adjacent to the main entrance

