



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, 3RD SEPTEMBER, 2019 at 6.00 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 (Chairman)

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

AGENDA

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 22nd July 2019. (Pages 7 - 12)
3. Items brought forward which in the opinion of the Chairman 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).

PART A

6. **Half Yearly Report from the Chair of the Governance Committee** (Pages 13 - 16)
Report by the Committee Chair.
7. **Policy for Preventing and Controlling Violence, Aggression and Other**

Unreasonable Customer Behaviour (Pages 17 - 54)
Report by the Head of Environmental Health and Housing.

8. **Internal Audit Annual Report** (Pages 55 - 68)
Report by MAZARS Public Sector Internal Audit Limited.
9. **Internal Audit Charter** (Pages 69 - 78)
Report by MAZARS Public Sector Internal Audit Limited.
10. **Internal Audit Progress Report** (Pages 79 - 86)
Report by MAZARS Public Sector Internal Audit Limited.
11. **External Audit Annual Audit Letter** (Pages 87 - 102)
Report by Grant Thornton
12. **External Audit Progress Report and Sector Update** (Pages 103 - 108)
Report by Grant Thornton.
13. **Audit Recommendation Tracker** (Pages 109 - 114)
Report by the Chief Executive.
14. **Work Programme 2019-2020** (Pages 115 - 116)
To consider the work programme.
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 2 of Part 1 of the Schedule 12A of the Act (as amended from time to time), namely information which is likely to reveal the identity of an individual, and Paragraph 3 of Part 1 of the Schedule 12A of the Act, 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. **Corporate Risk Register** (Pages 117 - 156)
Report by the Chief Executive.

17. **Flexible Retirement Request** (Pages 157 - 160)

Report by the Human Resources Manager.

18. **Request for Early Release of Pension on Compassionate Grounds** (Pages 161 - 164)

Report by the Human Resources Manager.

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

26.08.19



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 Brynsworth, the full address is:
Brynsworth 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.

