

Contact details:
Tel: 01730 814810
Email: committee.officer@southdowns.gov.uk

SOUTH DOWNS NATIONAL PARK AUTHORITY GOVERNANCE COMMITTEE

A meeting of the Governance Committee will be held at **10:30am on 21 February 2017** at **The Memorial Hall, South Downs Centre, North Street, Midhurst, GU29 9DH**

Trevor Beattie

Chief Executive (National Park Officer)

AGENDA

- 1. Apologies for absence**
- 2. Declaration of Interests**
To enable Members to declare to the meeting any disclosable interest they may have in any matter on the agenda for the meeting.
- 3. Minutes of previous meeting held on 24 November 2016**
To approve as a correct record the minutes of the Governance Committee meeting held on 24 November 2016 (Page 1).
- 4. Matters arising**
To enable any matters arising from the 24 November 2016 Governance Committee minutes that are not covered elsewhere on this agenda to be raised.
- 5. Urgent Matters**
To consider any matter on the agenda which the Chair agrees should be considered as a matter of urgency to due special circumstances.
- 6. Public participation**
To hear questions or comments from members of the public present at the meeting.

FINANCE, AUDIT AND RISK

- 7. Budget Monitoring Report for Quarter 3 2016/17**
To consider a report from the Chief Finance Officer (GOV1/17 page 5).
- 8. External Audit Progress Update**
To consider a verbal report from the External Auditor
- 9. Internal Audit Progress and Implementation Report**
To consider a report from the Internal Auditor (GOV2/17 page 19).
- 10. Internal Audit Strategy and Annual Plan 17/18**
To consider a report from the Internal Auditor (GOV3/17 page 29)
- 11. Corporate Risk Register**
To consider a report from the Head of Governance (GOV4/17 page 51).

PROJECTS, PERFORMANCE, EVALUATION AND REVIEWS

- 12. Standing Order Updates**
To consider a report from the Monitoring Officer (GOV5/17 page 59)
- 13. Updates to Local Code of Corporate Governance**
To consider a report from the Head of Governance (GOV6/17 page 103)
- 14. Appointment of Independent Person under the Localism Act 2011**
To consider a report from the Head of Governance (GOV7/17 page 121)
- 15. Project Evaluation Report**
To consider a report from the Performance and Project Manager (GOV8/17 page 135)
- 16. Quarter 3 Performance Report 2016/17**
To consider a report from the Performance and Project Manager (GOV9/17 page 147)
- 17. To Note the Date and Venue of the next meeting**

To all Members of the Governance Committee:

Sebastian Anstruther (Deputy Chair) Vaughan Clarke Norman Dingemans (Chair) Gill Mattock
Karen Roberts Jim Sheppard
Lewis Doyle (Independent Committee Member) Carole Nicholson (Independent Committee Member)

Ex officio Members (may participate but not vote):

Margaret Paren Norman Dingemans

Members' Interests

SDNPA Members have a primary responsibility for ensuring that the Authority furthers the National Park Purposes and Duty. Members regard themselves first and foremost as Members of the Authority, and will act in the best interests of the National Park as a whole, rather than as representatives of their appointing body or any interest groups.

Members are required to declare any disclosable pecuniary interest that is not already entered in the Authority's register of interests, and any personal interest and/or public service interest (as defined in Paragraph 18 of the Authority's Code of Conduct) they may consider relevant to an item of business being considered at the meeting (such disclosure to be made at the commencement of the meeting, or when the interest becomes apparent).

Access to Information

If you would like a copy of this agenda in large print or an alternative format/language please contact Member Services on committee.officer@southdowns.gov.uk or 01730 814810

Recording of Meetings

The Openness of Local Government Bodies Regulations give a right to members of the public to record (film, photograph and audio-record) and report on proceedings at committee meetings. The Authority has a protocol on 'Filming, Recording and Reporting of South Downs National Park Authority Meetings' which is available on our website www.southdowns.gov.uk

As part of the Authority's drive to increase accessibility to its public meetings, this meeting may be filmed for live and/ or subsequent broadcast via the internet; at the start of the meeting the Chair will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training or any other purposes by the Authority. By entering the meeting room and using the public seating area you are consenting to being filmed, recorded or photographed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please e-mail committee.officer@southdowns.gov.uk

Public Participation

Anyone wishing to speak at the meeting should register their request no later than 24 hours before the meeting by e-mailing committee.officer@southdowns.gov.uk The public participation protocol is available on our website www.southdowns.gov.uk

Feedback

If you wish to give us feedback on your experience of the meeting please e-mail committee.officer@southdowns.gov.uk