

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 **1:00pm on 24 May 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 21 February 2017**
To approve as a correct record the minutes of the Governance Committee meeting held on 21 February 2017 (Page 1).
- 4. Matters arising**
To enable any matters arising from the 21 February 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. Internal Audit Progress and Implementation Report**
To consider a report from the Internal Auditor (GOV10/17 page 7)
- 8. Purchasing Cards - Update on Progress Following Audit Report**
To consider a report from the Head of Business Services (GOV11/17 page 15).
- 9. Corporate Risk Register**
To consider a report from the Head of Governance (GOV12/17 page 19)
- 10. Annual Audit Fee Letter 2017/18**
To consider a report from the External Auditor (GOV13/17) page 27)

PROJECTS, PERFORMANCE, EVALUATION AND REVIEWS

- 11. Governance Review**
To consider a report from the Head of Governance (GOV14/17 page 33).
- 12. Update on the Appointment of Independent Person under the Localism Act 2011**
To consider a report from the Head of Governance (GOV15/17 page 59)

To all Members of the Governance Committee:

Sebastian Anstruther (Deputy Chair) Norman Dingemans (Chair) Gill Mattock 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).

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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