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17 September 2013

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GOVERNANCE COMMITTEE** will be held in the HMS Brave Room at these Offices on Thursday 26 September 2013 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Jemma Duffield on (01304) 872305 or by e-mail at [jemma.duffield@dover.gov.uk](mailto:jemma.duffield@dover.gov.uk).

Yours sincerely

Chief Executive

Governance Committee Membership:

Councillor T J Bartlett (Chairman)  
Councillor K E Morris (Vice-Chairman)  
Councillor M R Eddy  
Councillor S J Jones  
Councillor A S Pollitt  
Councillor M A Russell

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a Member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a Member is declaring an Other Significant Interest (OSI) they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

4 **MINUTES**

To confirm the Minutes of the meeting of the Committee held on 20 June 2013 (to follow).

5 **CONSTITUTION REVIEW - PROVISION OF MEMBER TRAINING TO SERVE ON SPECIFIC COMMITTEES** (Pages 5 - 12)

To consider the attached report of the Director of Governance and Monitoring Officer.

6 **REVIEW OF THE CONSTITUTION**

To consider the report of the Director of Governance (to follow).

7 **QUARTERLY INTERNAL AUDIT UPDATE REPORT** (Pages 13 - 30)

To consider the attached report of the Head of Audit Partnership.

8 **GRANT CERTIFICATION WORK PLAN** (Pages 31 - 38)

To consider the attached report from Grant Thornton.

9 **REVIEW OF THE COUNCIL'S ARRANGEMENTS FOR SECURING FINANCIAL RESILIENCE** (Pages 39 - 74)

To consider the attached report from Grant Thornton.

- 10     **2013/14 AUDIT FEE LETTER** (Pages 75 - 78)  
To consider the attached report of Grant Thornton.
- 11     **FINANCIAL OUTTURN 2012/13** (Pages 79 - 102)  
To consider the report of the Director of Finance, Housing and Community.
- 12     **AUDIT FINDINGS REPORT** (Pages 103 - 134)  
To consider the attached report from Grant Thornton.
- 13     **STATEMENT OF ACCOUNTS 2012/13** (Pages 135 - 233)  
To consider the attached report of the Director of Finance, Housing and Community.
- 14     **TREASURY MANAGEMENT QUARTER ONE REPORT** (Pages 234 - 252)  
To consider the attached report of the Director of Finance, Housing and Community.
- 15     **GOVERNANCE LOCAL CODE REVISION** (Pages 253 - 302)  
To consider the attached report of the Director of Governance.
- 16     **GOVERNANCE ASSURANCE STATEMENT MID-YEAR UPDATE** (Pages 303 - 304)  
To consider the attached report of the Director of Governance.

#### **Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Jemma Duffield,

Democratic Support Officer, telephone: (01304) 872305 or email:  
jemma.duffield@dover.gov.uk for details.

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