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24 November 2014

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 4 December 2014 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.

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** (Page 4)

To receive any declarations of interest from Members in respect of business to be

transacted on the agenda.

4 **MINUTES** (Pages 5 - 11)

To confirm the Minutes of the meeting of the Committee held on 25 September 2014 and 2 October 2014.

5 **RISK MANAGEMENT** (Pages 12 - 18)

To note the report of the Director of Governance.

6 **QUARTERLY INTERNAL AUDIT UPDATE REPORT** (Pages 19 - 42)

To note the report of the Head of Audit Partnership.

7 **GOVERNANCE COMMITTEE UPDATE** (Pages 43 - 57)

To consider the attached report from Grant Thornton.

8 **ANNUAL AUDIT LETTER** (Pages 58 - 64)

To consider the attached report of Grant Thornton.

9 **TREASURY MANAGEMENT QUARTER TWO REPORT** (Pages 65 - 76)

To consider the report of the Director of Finance, Housing and Community.

10 **SOCIAL MEDIA POLICY FOR MEMBERS** (Pages 77 - 84)

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. 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.
- 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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