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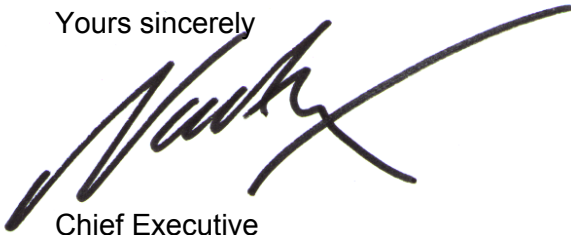
10 June 2015

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 18 June 2015 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:

P G Heath (Chairman)
D Hannent (Vice-Chairman)
M J Holloway
S J Jones
A S Pollitt
G Rapley

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 - 9)

To confirm the attached Minutes of the meeting of the Committee held on 26 March 2015.

5 **QUARTERLY INTERNAL AUDIT UPDATE REPORT** (Pages 10 - 23)

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

6 **ANNUAL INTERNAL AUDIT REPORT** (Pages 24 - 41)

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

7 **ANNUAL FRAUD REPORT 2014/15** (Pages 42 - 46)

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

8 **ANNUAL GOVERNANCE ASSURANCE STATEMENT 2014/15** (Pages 47 - 63)

To consider the attached report of the Director of Governance.

9 **AUDIT FEE LETTER 2015/16** (Pages 64 - 67)

To consider the attached report from Grant Thornton.

10 **AUDIT PLAN 2014/15** (Pages 68 - 85)

To consider the attached report from Grant Thornton.

11 **GOVERNANCE COMMITTEE UPDATE** (Pages 86 - 95)

To consider the attached report from Grant Thornton.

12 **APPOINTMENT OF EXTERNAL AUDITORS AND AN AUDITOR PANEL - LOCAL
AUDIT AND ACCOUNTABILITY ACT 2014** (Pages 96 - 101)

To consider the attached report of the Director of Governance.

13 **MODIFICATION OF PRESCRIBED STANDING ORDERS RELATING TO THE
DISMISSAL OF STATUTORY OFFICERS** (Pages 102 - 114)

To consider the attached report of the Director of Governance.

14 **PROCEDURE RULES FOR WITHDRAWAL FROM MEETINGS**

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

15 **REVISION TO CONTRACT STANDING ORDERS**

To consider the report of the Director of Finance, Housing and Community (to follow).

16 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 115)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

17 **ANNUAL DEBT COLLECTION REPORT** (Pages 116 - 131)

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

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.

Large print copies of this agenda can be supplied on request.