



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872453
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

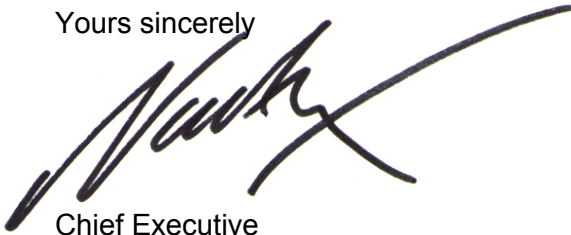
14 March 2016

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 24 March 2016 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 - 8)

To confirm the attached Minutes of the meeting of the Committee held on 3 December 2015.

5 **SHELTERED AND SUPPORTED HOUSING - EAST KENT HOUSING UPDATE** (Pages 9 - 13)

To consider the attached report of the Head of Operations, East Kent Housing.

6 **NEW PAYROLL SYSTEM AND SERVICE - BUSINESS ASSURANCE** (Pages 14 - 17)

To consider the attached report of the Head of EK Human Resources.

7 **QUARTERLY INTERNAL AUDIT UPDATE REPORT** (Pages 18 - 54)

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

8 **INTERNAL AUDIT CHARTER AND 2016/17 DRAFT PLAN** (Pages 55 - 77)

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

9 **TREASURY MANAGEMENT QUARTER THREE REPORT 2015/16** (Pages 78 - 92)

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

10 **AUDIT PLAN 2015/16** (Pages 93 - 117)

To consider the attached report of Grant Thornton.

11 **CERTIFICATION LETTER 2014/15** (Pages 118 - 120)

To consider the attached letter of Grant Thornton.

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 will be published on our website as soon as practicably possible after 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.