



Democratic Services
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

20 September 2023

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GOVERNANCE COMMITTEE** will be held in the Council Chamber at these Offices on Thursday 28 September 2023 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Democratic Services on (01304) 872305 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

Chief Executive

Governance Committee Membership:

H M Williams (Chairman)
S H Beer (Vice-Chairman)
M Bates
R M Knight
J P Loffman
S C Manion
L M Wright

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 5)

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

4 **MINUTES** (Pages 6 - 9)

To confirm the attached Minutes of the meeting of the Committee held on 29 June 2023.

5 **REVISION TO CONTRACT STANDING ORDERS** (Pages 10 - 25)

To consider the attached report of the Head of Finance & Investment and Monitoring Officer.

6 **ANNUAL DEBT COLLECTION REPORT FOR EAST KENT SERVICES (MANAGED BY CIVICA UK LTD)** (Pages 26 - 37)

To consider the attached report of the Strategic Director (Finance and Housing).

7 **ANNUAL REPORT FOR DOVER DISTRICT COUNCIL HOUSING SERVICES WRITE OFFS OF FORMER TENANT ARREARS** (Pages 38 - 41)

To consider the attached report of the Strategic Director (Finance and Housing).

8 **ANNUAL WRITE OFF REPORT FOR PARKING SERVICES** (Pages 42 - 45)

To consider the attached report of the Strategic Director (Finance & Housing).

9 **AUDIT PROGRESS REPORT AND SECTOR UPDATE** (Pages 46 - 58)

To consider the attached report of Grant Thornton (external auditors).

10 **QUARTERLY INTERNAL AUDIT UPDATE REPORT** (Pages 59 - 85)

To consider the attached report of the Head of Audit Partnership (East Kent Audit Partnership).

11 **REQUEST FOR DISPENSATIONS UNDER THE CODE OF CONDUCT**

To consider the report of the Monitoring Officer (to follow).

12 **2022/23 ANNUAL GOVERNANCE ASSURANCE STATEMENT** (Pages 86 - 104)

To consider the attached report of the Strategic Director (Corporate and Regulatory).

13 **CORPORATE GOVERNANCE LOCAL CODE REVIEW**

To consider the report of the Head of Corporate Services and Democracy (to follow).

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