

Democratic Services White Cliffs Business Park Dover Kent CT16 3PJ

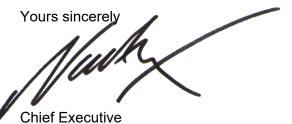
Telephone: (01304) 821199
Website: www.dover.gov.uk
e-mail: democraticservices
@dover.gov.uk

20 March 2024

#### **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 March 2024 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.



#### 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 4)

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

## 4 **MINUTES** (Pages 5 - 12)

To confirm the attached Minutes of the meetings of the Committee held on 7 December 2023, 31 January 2024 and 5 March 2024.

## 5 **QUARTERLY INTERNAL AUDIT UPDATE REPORT** (Pages 13 - 31)

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

# 6 DRAFT INTERNAL AUDIT PLAN 2024-25 (Pages 32 - 39)

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

## 7 GRANT THORNTON PROGRESS REPORT

To consider the report of the external auditors, Grant Thornton (to follow).

## 8 AUDITOR'S ANNUAL REPORT 2021-22 AND 2022-23

To consider the report of the external auditors, Grant Thornton (to follow).

## 9 S151 OFFICER RESPONSE TO AUDITOR'S ANNUAL REPORT

To consider the report of the S151 Officer (to follow).

## 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 step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- In order to facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website.

The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; (h) General Purposes Committee and (i) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be broadcast.

• These recordings will be retained for 30 days from the date of the meeting. The

recordings will be uploaded to YouTube as soon as practicable after the day of the meeting. In normal circumstances this would be within 2 working days of the meeting. However, there may be circumstances where it will take longer. The recordings can be viewed on the Council's YouTube Channel - Council meetings - YouTube (@doverdc)

- The broadcasts and recordings are the copyright of the Council and may not be copied, displayed or published to the public, adapted or dealt with in any other way restricted by the Copyright, Designs and Patents Act 1988.
- The Council will not make available copies of the recordings either in whole or in part other than in compliance with a legal requirement arising under The Freedom of Information Act 2000, UK GDPR, The Data Protection Act 2018 or some other enactment, rule of law or direction of a court or tribunal which is binding on it.
- 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.
- Members of the Council may receive confidential information relating to personal data as part of an item of an exempt or confidential business on the agenda. It is each Member's responsibility to ensure that this information is handled securely and confidentially as required under data protection legislation. This information must only be retained for as long as necessary and when no longer required disposed of via a shredder or the Council's secure disposal arrangements.

For further information about how this information should be processed, please view the Council's Data Protection Policy and Appropriate Policy Document at <a href="https://www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf">www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf</a>

• 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 Democratic Services, democraticservices@dover.gov.uk, telephone: (01304) 872305 or email: democraticservices@dover.gov.uk for details.

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