



## Communities Directorate

26 May 2016

**Joint Governance Committee  
6.30pm on Tuesday 7 June 2016  
Queen Elizabeth II Room, Shoreham Centre,  
Shoreham-by-Sea**

**Adur District Council:** Councillors George Barton (Chairman), Jim Funnell, Carol Albury, Ken Bishop, Kevin Boram, Paul Graysmark, Emily Hilditch and Barry Mear

**Worthing Borough Council:** Councillors Elizabeth Sparkes (Chairman), Paul Yallop, Paul Baker, Joan Bradley, Alex Harman, Lionel Harman, Steve Wills and Mark Withers

### Agenda

#### Part A

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No.**

**1. Declarations of Interest**

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Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

**2. Minutes**

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To approve the minutes of the Joint Governance Committee meeting held on 22 March 2016, copies of which have been previously circulated.

<b>3.</b>	<b>Public Question Time</b>	-
	To receive any questions from members of the public.	
	<i>(Note: Public Question Time will operate for a maximum of 30 minutes.)</i>	
<b>4.</b>	<b>Items Raised Under Urgency Provisions</b>	-
	To consider any items the Chairman of the meeting considers to be urgent.	
<b>5.</b>	<b>Adur District Council and Worthing Borough Council Audit Plans for 2015/16</b>	5
	To consider a report by the External Auditors, copy attached as item 5.	
<b>6.</b>	<b>Adur District Council and Worthing Borough Council Audit Fee Letters</b>	41
	To consider a report by the External Auditors, copy attached as item 6.	
<b>7.</b>	<b>Audit enquiries to those charged with Governance</b>	49
	To consider a report by the Chief Financial Officer, copy attached as item 7.	
<b>8.</b>	<b>Internal Audit Progress Report</b>	61
	To consider a report by the Acting Head of Internal Audit, copy attached as item 8.	
<b>9.</b>	<b>Annual Governance Statements 2015/16 - Review and Approval</b>	113
	To consider a report by the Chief Financial Officer, copy attached as item 9.	
<b>10.</b>	<b>Homeless Case Review</b>	155
	To consider a report by the Director for Communities, copy attached as item 10.	

**11. The Accounts and Audit Regulations 2015** 161

To consider a report by the Chief Financial Officer, copy attached as item 11.

**12. Amendments to the Constitution** 169

To consider a report by the Solicitor to the Councils, copy attached as item 12.

**Part B - Not for Publication – Exempt Information Reports**

None.

**Recording of this meeting**

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not record any discussions in Part B of the agenda where the press and public have been excluded.

For Democratic Services enquiries relating to this meeting please contact:

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The agenda and reports are available on the Councils website, please visit [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)