



## Communities Directorate

11 November 2016

**Joint Governance Committee  
6.30pm on Tuesday 22 November 2016  
Gordon Room, Town Hall, Worthing**

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

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

## Agenda

<b>Part A</b>	<b>Page No.</b>
<b>1. Declarations of Interest</b>	-
<p>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.</p> <p>If in doubt contact the Legal or Democratic Services representative for this meeting.</p>	
<b>2. Minutes</b>	-
<p>To approve the minutes of the Joint Governance Committee meeting held on 27 September 2016, copies of which have been previously circulated.</p>	

<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>Annual Audit Letters</b>	<b>5</b>
	To consider letters from the External Auditor, copies attached as item 5.	
<b>6.</b>	<b>Internal Audit Progress Report</b>	<b>49</b>
	To consider a report by the Acting Head of Internal Audit, copy attached as item 6.	
<b>7.</b>	<b>Employment Rules for Senior Officers</b>	<b>69</b>
	To consider a report by the Director for Digital and Resources, copy attached as item 7.	
<b>8.</b>	<b>Amendments to the Constitution</b>	<b>77</b>
	To consider a report by the Director for Digital and Resources, copy attached as item 8.	

**Part B - Not for Publication – Exempt Information Reports**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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For Legal Services enquiries relating to this meeting please contact:

Susan Sale  
Solicitor to the Councils  
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[susan.sale@adur-worthing.gov.uk](mailto:susan.sale@adur-worthing.gov.uk)

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