



ADUR & WORTHING  
COUNCILS

19 May 2023

<b>Joint Audit and Governance Committee</b>	
<b>Date:</b>	<b>30 May 2023</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue:</b>	<b>QEII Room, Shoreham-Centre, Shoreham-by-Sea</b>

**Committee Membership:**

**Adur District Council:** Councillors; Andy McGregor (Adur Chair), Kevin Boram (Adur Vice-Chair), Catherine Arnold, Tony Bellasis, Ann Bridges, Jim Funnell, Julian Shinn and Debs Stainforth.

**Worthing Borough Council:** Councillors; To be decided at the Worthing Annual Council meeting on 23 May 2023

**Agenda**

**Part A**

**1. Substitute Members**

Any substitute members should declare themselves.

**2. Declarations of Interest**

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.

### **3. Minutes**

To approve the minutes of the Joint Audit & Governance Committee meeting held on 23.04.2023, copies of which have been previously circulated.

### **4. Public Question Time**

To receive any questions from members of the public.

Questions should be submitted by **noon on Wednesday 24 May 2023** to Democratic Services, [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

*(Note: Public Question Time will operate for a maximum of 30 minutes)*

### **5. Members Questions**

Councillors who are not members of this committee can ask questions under CPR 12. Questions should be relevant to the committee where the question is being asked and also relevant to an item on the agenda. Please contact Democratic Services for more information

Members' question time is 30 minutes and questions should be submitted no later than **12.00pm noon on 24th May 2023**.

Questions should be submitted to Democratic Services  
[democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)  
(Note: Members' Question Time will operate for a maximum of 30 minutes.)

### **6. Items Raised under Urgency Provisions**

To consider any items the Chairman of the meeting considers to be urgent.

### **7. Internal Audit Planning Report (Pages 5 - 28)**

To consider a report by the Head of Internal Audit copy attached as item 7

### **8. Annual Governance Statements 2022/23 (Pages 29 - 84)**

To consider a report by the Director for Digital, Sustainability & Resources copy attached as item 8

### **9. Regulatory Compliance Notice for Adur Homes (Pages 85 - 94)**

To consider a report by the Director for Communities copy attached as item 9

### **10. Joint Audit & Governance Committee Appointments: Parish Councillors (Pages 95 - 100)**

To consider a report by the Director for Digital, Sustainability & Resources copy attached as item 10

### **11. Member Complaints Annual Report (Pages 101 - 110)**

To consider a report by the Director for Digital, Sustainability & Resources copy attached as item 11

## Part B Exempt Reports - Not for Publication

None.

### Recording of this meeting

Please note that this meeting is being live streamed and a recording of the meeting will be available on the Council's website. This meeting will remain on our website for one year and will be deleted after that period. The Council will not be recording 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:	For Legal Services enquiries relating to this meeting please contact:
Simon Filler Democratic Services Lead 01903 221439 simon.filler@adur-worthing.gov.uk	Joanne Lee Head of Legal Services and Monitoring Officer 01903 221134 <a href="mailto:joanne.lee@adur-worthing.gov.uk">joanne.lee@adur-worthing.gov.uk</a>

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

**Duration of the Meeting:** Three hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.