



## ADUR & WORTHING COUNCILS

16 March 2020

<b>Joint Governance Committee</b>	
<b>Date:</b>	<b>24 March 2020</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue:</b>	<b>Gordon Room, Worthing Town Hall</b>

### **Committee Membership:**

**Adur District Council:** Councillors; Kevin Boram (Adur Chairman), David Balfe, Paul Mansfield, Andy McGregor (Adur Vice-Chairman), Barry Mear, Ann Bridges, Brian Coomber and Debs Stainforth

**Worthing Borough Council:** Councillors; Lionel Harman (Worthing Chairman), Louise Murphy (Worthing Vice-Chairman), Tim Wills, Mike Barrett, Steve Waight, Steve Wills, Rebecca Cooper and Bob Smytherman

## **Agenda**

### **Part A**

#### **1. Substitute Members**

Any substitute members should declare their substitution.

#### **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 Governance Committee meeting held on 28 January 2020, copies of which have been previously circulated.

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

To receive any questions from members of the public.

In order for the Committee to provide the fullest answer, questions from the public should be submitted by **noon on Friday 20 March 2020**.

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

Questions should be submitted 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. Items Raised under Urgency Provisions**

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

### **6. External Audit Planning Reports for Adur and Worthing Councils (Pages 1 - 84)**

To consider reports from the External Auditors, copies attached as item 6.

### **7. Internal Audit Progress Report (Pages 85 - 114)**

To consider a report from the Acting Head of Internal Audit, copies attached as item 7.

### **8. 2020/21 Internal Audit Plan (Pages 115 - 120)**

To consider a report from the Acting Head of Internal Audit, copy attached as item 8.

### **9. Update of the CCTV Policy (Pages 121 - 154)**

To consider a report by the Director for Digital & Resources, copy attached as item 9.

### **10. Public Engagement with the Planning Process (Pages 155 - 180)**

To consider a report by the Monitoring Officer, copy attached as item 10.

### **11. Review of the Councils' Standards Procedure Rules (Pages 181 - 202)**

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

## Part B Exempt Reports - Not for Publication

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 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:
Neil Terry Democratic Services Lead 01903 221073 neil.terry@adur-worthing.gov.uk	Susan Sale Solicitor to the Councils 01903 221119 susan.sale@adur-worthing.gov.uk

**Duration of the Meeting:** Four 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.