A G E N D A

AUDIT AND GOVERNANCE COMMITTEE

Tuesday 29 March 2016 at 6.00 pm
Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS

Borough Council Representatives: Councillors Horwood (Chairman), Dawlings (Vice-Chairman), Chapelard, Hamilton, Moore, Nuttall, Ms Palmer and Scott

Independent Members: Hedges, Hough, Quigley and Shiels

Parish/Town Council Representatives: Councillors Coleman and Mackenzie

Quorum: 3 Members, to include at least one independent member

1 Apologies for Absence
Apologies for absence as reported at the meeting.

2 Declarations of Interest
To receive any declarations of interest by Members in items on the agenda.

For any advice on declarations of interest, please contact the Monitoring Officer.

3 Notification of Visiting Members wishing to speak (in accordance with Council Procedure Rule 18):
Members should indicate which item(s) they wish to speak on and the nature of their concern/question/request for clarification.

4 Minutes of the meeting of the Audit and Governance Committee dated 8 December 2015 (Pages 1 - 6)

5 Report of Monitoring Officer
(A) Update on Member Complaints (Pages 7 - 10)
(B) *Proposed changes to the Constitution (Planning Committee and its membership and procedure rules) as recommended by the Constitutional Review Working Party (Pages 11 - 36)
(C) *Proposed changes to the Constitution (Planning Scheme of Delegation) as recommended by the Constitutional Review Working Party (Pages 37 - 74)

6 Reports of Director of Finance and Corporate Services (s151 Officer)
(A) Internal Audit Plan 2016/17 (Pages 75 - 98)
(B) Audit Charter 2016/17 (Pages 99 - 124)
(C) Data Protection Update (Pages 125 - 128)
7 Future Work Programme 2016 (Pages 171 - 172)

8 Date of Next Meeting - 28 June 2016 at 6pm

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**Notes on Procedure**

(1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i).

(2) Items marked * will be the subject of recommendations by the Committee to Full Council; in the case of other items, Cabinet may make the decision, subject to call-in (Overview and Scrutiny Procedure Rule 12).

(3) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.

(4) Members of the public and other stakeholders are required to register with the Democratic Services Officer if they wish to speak on an agenda item at a meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.

(5) Please note that this meeting may be recorded or filmed by the Council for administrative purposes. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website ([www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)) or from Democratic Services.

◊ **If you require this information in another format, please contact us on 01892 526121**

◊ **Accessibility into and within the Town Hall - In response to the requirements of the Disability Discrimination Act 1995, the Council has provided the following features to overcome physical barriers to access.**

There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.

◊ **Hearing Loop System - The Council Chamber and all the Committee Rooms have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.**