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## GOVERNANCE & AUDIT COMMITTEE AGENDA

**Membership:** Councillor Smith K (Chairman)

Councillors Davis, Lenaghan, Mackey, Pike and Rees

**Meeting:** Governance & Audit Committee

**Date:** Wednesday 21 September 2016

**Time:** 5.00 pm

**Venue:** Hollybank Room, Public Service Plaza, Civic Centre Road,  
Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

13 September 2016

Contact Officer: Nicholas Rogers 023 9244 6233  
Email: [nicholas.rogers@havant.gov.uk](mailto:nicholas.rogers@havant.gov.uk)

	<b>Page</b>
<b>1 Apologies</b>	
To receive apologies for absence.	
<b>2 Minutes</b>	<b>1 - 2</b>
To confirm the minutes of the Governance and Audit Committee held on 29 June 2016.	
<b>3 Matters Arising</b>	
To consider any matters arising from the minutes of the previous meeting.	
<b>4 Declarations of Interest</b>	

<b>5</b>	<b>Chairman's Report</b>	
<b>6</b>	<b>External Audit Results Report 2015/16</b>	<b>To Follow</b>
<b>7</b>	<b>Statement of Accounts and Letter of Representation 2015/16</b>	<b>To Follow</b>
<b>8</b>	<b>Internal Audit Progress Report</b>	<b>3 - 14</b>
	To note the Internal Audit Progress Report	
<b>9</b>	<b>Local Government Ombudsman (LGO) - Annual Review Letter 2016</b>	<b>15 - 24</b>
	To note the Local Government Ombudsman Annual Review Letter 2016.	
<b>10</b>	<b>Monitoring Officer's Update</b>	
	To receive a verbal update from the Monitoring Officer.	

## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### **Internet**

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### **Public Attendance and Participation**

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# Havant

## BOROUGH COUNCIL

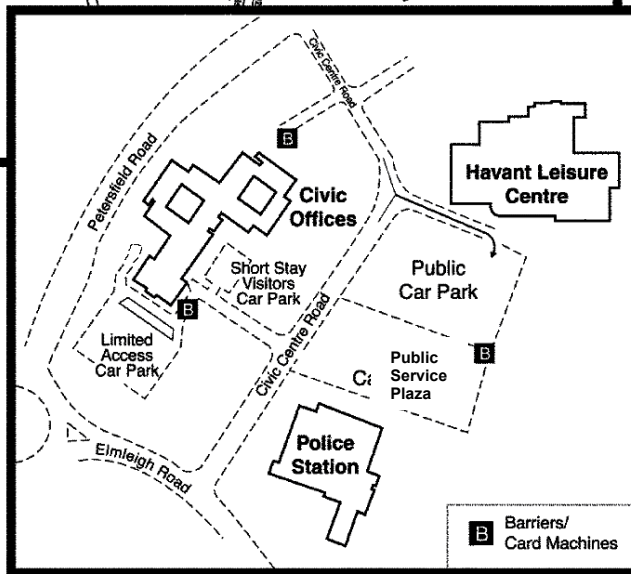
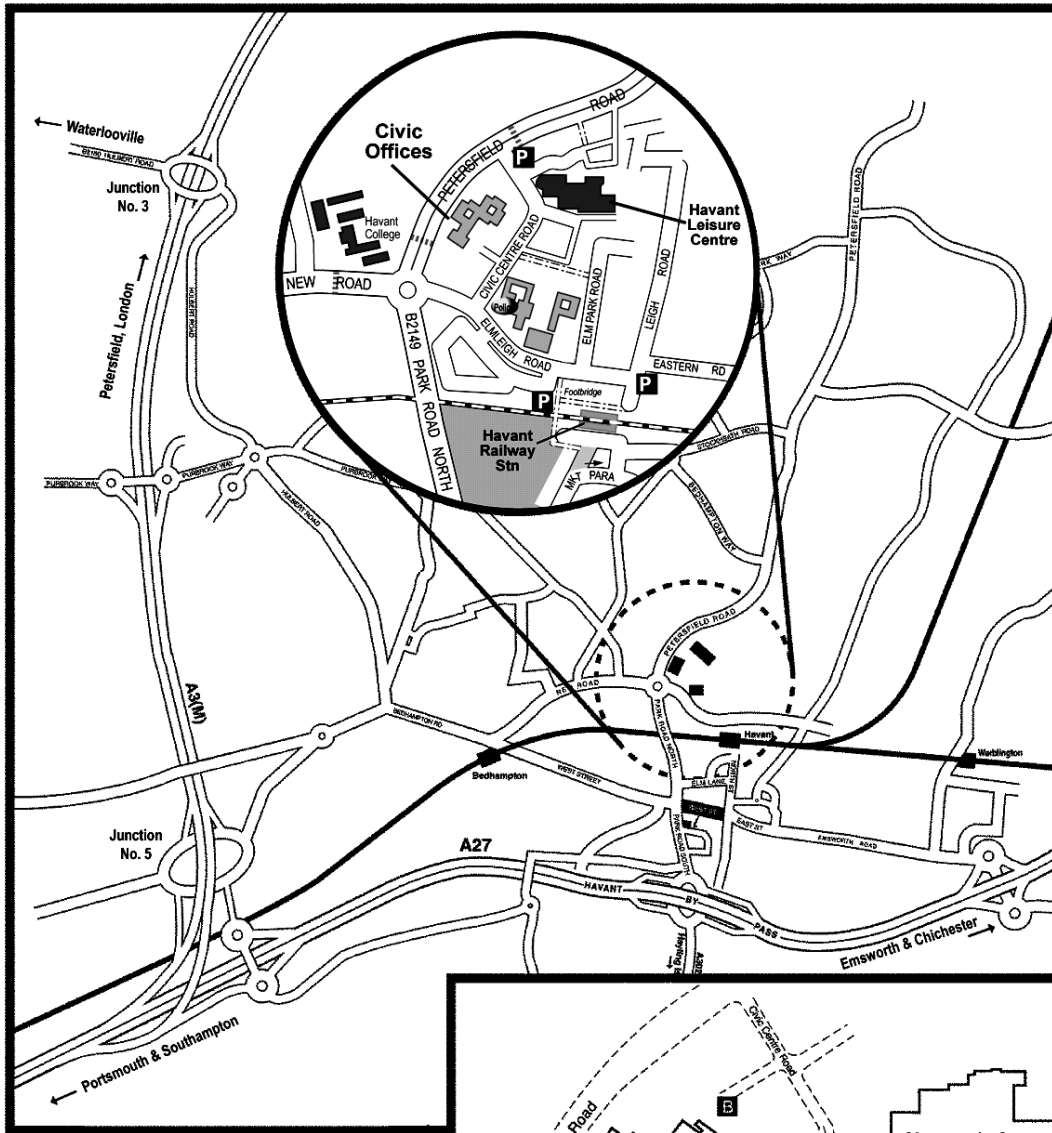
### PROTOCOL AT MEETINGS – RULES OF DEBATE

#### Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

#### Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



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