

Please note that before the Meeting there will be a Governance Committee Training session entitled Control Frameworks commencing at 5.00 pm

Parkside
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Melton Mowbray
Leicestershire LE13 1GH
Telephone: 01664 502502

25 March 2014

Dear Sir or Madam

A Meeting of the **GOVERNANCE COMMITTEE** will be held in the Council Chamber, Parkside, Station Approach, Burton Street, Melton Mowbray on **Wednesday, 2 April 6.30 p.m.** at which your attendance is requested.

Yours faithfully

Lynn Aisbett
Chief Executive

A G E N D A

No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the Minutes of the Meeting held on 28 January 2014.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.
6.	EXTERNAL ANNUAL CERTIFICATION REPORT 2012/13 The External Auditor to present a report which summarises the results of grant certification work undertaken for the financial year 2012/13.
7.	HOUSING BENEFIT SERVICE PERFORMANCE REPORT The Head of Communities and Neighbourhoods to submit a report to update the Committee on the current performance of the Council's Housing Benefit and Council Tax Service.
8.	INTERNAL ANNUAL AUDIT PLAN 2014/15 The Head of Consortium to submit a report to allow those Members discharging the role of the Audit Committee to approve the Annual Audit Plan for 2014/15.

9.	INTERNAL AUDIT UPDATE 2013/14 The Head of Consortium to submit a report to provide Members to monitor the performance of the Welland Internal Audit Consortium in delivering the Council's Internal Audit Service. This is a key role of the Council's "Audit Committee".
10.	REVIEW OF THE CORPORATE COUNTER FRAUD STRATEGY The Head of Consortium to submit a report to seek Member approval of revisions to the Corporate Counter-Fraud Strategy.
11.	REVIEW OF CREDITORS SYSTEM The Head of Central Services to submit a report to enable Members to input into the proposed review of the creditors system following the payment fraud in September 2013.
12.	CODE OF CONDUCT UPDATE The Monitoring Officer to submit a report to update the Committee on the latest position with regard to standards matters including the Code of Conduct, the Registration of Disclosable Pecuniary Interests and Other Interests and any complaints against Councillors dealt with under the Council's process.
13.	COMMUNITY CONSULTATION STRATEGY – REVISITED The Head of Communications to submit a report to provide the feedback on the recent consultation exercise and re-present the strategy for approval whilst taking into consideration the public's view.
14.	CONSTITUTION UPDATE The Monitoring Officer to submit a report to consider items relating to the Council's Constitution for onward referral to the Council for approval.
15.	AWARD OF MERIT SCHEME : AWARDEES 2013/14 The Head of Communications, on behalf of the Award of Merit Task Group, to submit a report to update Members on the progress of the Scheme.
16.	URGENT BUSINESS To consider any other items that the Chairman considers urgent.

To : Councillors

P. Cumbers
G. Bush
J.M. Douglas (VC)
A. Freer-Jones
M. M. Gordon
M.C.R. Graham MBE (C)

V.J. Manderson
J.T. Orson
M.R. Sheldon
N. Slater

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (ie. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that

matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct.