## **Audit Committee Training**

Please note that this Audit training session will start at 6.00 p.m. and end by 6.45 p.m.

This training is essential for Members (and Substitutes) of the Governance Committee



Parkside Station Approach Burton Street Melton Mowbray Leicestershire LE13 1GH Telephone: 01664 502502

30 March 2016

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 <u>Thursday 7 April 2016</u> <u>at 7.00 p.m.</u> at which your attendance is requested.

Yours faithfully

Lynn Aisbett Chief Executive

## AGENDA

Item No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of the last meeting held on 1 February 2016
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.	INTERNAL AUDIT PLAN UPDATE The Head of Welland Internal Audit Consortium to submit a report which updates Members on progress made in delivering the 2015/16 Annual Audit Plan and key findings arising from audit assignments completed since the last Committee meeting
7.	INTERNAL AUDIT ANNUAL PLAN 2016/17 The Head of Welland Internal Audit Consortium to submit a report which provides the Committee with a copy of the draft Internal Audit Plan for 2016/17 for review and formal approval, in line with the requirements of the Public Sector Internal Audit Standards
8.	INTERNAL AUDIT CHARTER The Head of Welland Internal Audit Consortium to submit a report which provides the Committee with a copy of the Internal Audit Charter for review and approval

#### 9. **COMMITTEE TRAINING ARRANGEMENTS**

At the Governance Committee meeting held on 28 September 2015, to help boost Member attendance at Audit Training sessions, it was resolved that :-

With regard to the Governance Committee, these meetings will start at 6.30 p.m. unless there is audit training before the meeting which will mean the Committee meeting will start at 7 p.m.'

The Committee is requested to consider its training arrangements for 2016 17

#### 10. INFORMATION MANAGEMENT

The Head of Communications to submit a report which allows Members to consider and note the position regarding information management

## 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

#### 12. **CONSTITUTION UPDATE 2015 16**

The Monitoring Officer to submit a report to consider items relating to the Council's Constitution for onward referral to the Council for adoption and incorporation into the Council's Constitution and to comment on the Calendar of Meetings for 2016 17

#### 13. **AWARD OF MERIT SCHEME: AWARDEES 2015/16**

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

## **URGENT BUSINESS**

To consider any other items that the Chairman considers urgent

#### **EXCLUSION OF THE PUBLIC**

RECOMMENDED that the Public be excluded during the consideration of the following item of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information : Exempt Information) under paragraphs 1, 2, 3 and 5

## FREEDOM OF INFORMATION - TRIBUNAL OUTCOME

The Head of Communications to submit a report which updates the Committee on the outcome of the recent appeal to the First Tier Tribunal

P. M. Chandler (Chair) To: Councillors

V.J. Manderson T. S. Bains J. T. Orson

M. Glancy M. R. Sheldon (Vice Chair)

E. Holmes J. Simpson J. Illingworth Vacancy

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# **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 (i.e. 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

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