

Please note that prior to the Committee Meeting there will be a Governance Committee Training Session on Corporate Governance which will commence at 5.00 pm.

Parkside  
Station Approach  
Burton Street  
Melton Mowbray  
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3 February 2015

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, 11 February 2015 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.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the Minutes of the Committee held on 18 November 2014.
3.	<b>DECLARATIONS OF INTEREST</b>
4.	<b>RECOMMENDATIONS FROM OTHER COMMITTEES</b>
5.	<b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee.
6.	<b>ANNUAL AUDIT PLAN</b> The External Auditor to present the 2014/15 Audit Plan which includes an analysis of key risks, the audit strategy, reporting and timescale.
7.	<b>ANNUAL GRANTS CERTIFICATION REPORT 2013/14</b> The External Auditor to present a report which summarises the results of grant certification work undertaken for the financial year 2013/14.
8.	<b>INTERNAL AUDIT PERFORMANCE MONITORING REPORT</b> 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.
<b>9.</b>	<b>CIVIL EMERGENCY DISASTER</b> The Head of Regulatory services will make a presentation on how the response to a major emergency incident is managed.
<b>10.</b>	<b>WHISTLE BLOWING POLICY</b> The Monitoring Officer to submit a report for Members to consider the updated Whistleblowing Policy.
<b>11.</b>	<b>POLLING STATIONS</b> The Head of Communications to submit a report to implement the Review of Polling District and Polling Places (Parliamentary Elections) Regulations 2006 in carrying out a review every four years.
<b>12.</b>	<b>CODE OF CONDUCT UPDATE</b> 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.
<b>13.</b>	<b>CONSTITUTION UPDATE 2014-15</b> The Monitoring Officer to submit a report to consider items relating to the Council's Constitution for onward referral to the Council for approval.
<b>14.</b>	<b>URGENT BUSINESS</b> To consider any other items that the Chairman considers urgent.

To : Councillors

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

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 (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.