

Please note that before the meeting there will be a Governance Committee Training session at 5 p.m. to which all Members have been invited.



**Melton
Borough
Council**

Parkside
Station Approach
Burton Street
Melton Mowbray
Leicestershire LE13 1GH
Telephone: 01664 502502
www.melton.gov.uk

12 September 2012

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 **Thursday 20 September 2012 at 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 27 June 2012
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 2012/13 INTERIM REPORT 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".
7.	EXTERNAL AUDIT ANNUAL GOVERNANCE REPORT 2011/12 Alison Breadon from PriceWaterhouseCoopers, External Auditors, to present a report summarising the results of the 2011/12 audit of the financial statements
8.	STATEMENT OF ACCOUNTS 2011/12 The Head of Central Services to submit a report to submit the Statement of Accounts for 2011-12 for approval which have been prepared in accordance with the Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011 and inform the Committee of the key issues within the accounts.

9.	RISK MANAGEMENT ACTION PLAN The Head of Central Services to submit a report to provide members with the updated risk management action plan for comment and approval.
10.	LOCAL GOVERNMENT OMBUDSMAN: COMPLAINT STATISTICS The Chief Executive to submit a report to update Members on the Council's performance in dealing with complaints and to report the Council's Annual Review Letter from the Ombudsman.
11.	PERFORMANCE STANDARDS FOR ELECTORAL REGISTRATION OFFICERS The Head of Communications to submit a report to make Members aware of a report received from the Electoral Commission regarding performance standards for Electoral Registration Officers.
12.	AWARD OF MERIT TASK GROUP The Committee to appoint Members to the Award of Merit Task Group (last year's Members being Councillors Barnes, Bush, Cumbers, Freer, Holmes, Illingworth and Slater)
13.	MEMBER DEVELOPMENT STEERING GROUP: TERMS OF REFERENCE The Head of Communications to submit a report which requests the Committee to consider revised Terms of Reference of the Member Development Steering Group
14.	CODE OF CONDUCT – UPDATE ON PROGRESS 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 Interests and any complaints dealt with under the new system.
15.	MONITORING OFFICER ROLE The Chief Executive to submit a report to update the Committee on the allocation of the Monitoring Officer role.
To Follow	
16.	URGENT BUSINESS To consider any other items that the Chairman considers urgent.

To : Councillors

S. Dungworth
J. Douglas (VC)
M. Gordon
M.C.R. Graham MBE (C)
V.J. Manderson
S. Lumley
J.T. Orson
M.R. Sheldon
N. Slater

Vacancy

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.