

**Please note that before the meeting there will be a Governance Committee Training session on Public Sector Internal Audit Standards at 5 p.m. to which all Members have been invited.**



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

14 June 2013

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 **Monday 24 June 2013 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  |
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| 1.  | <b>APOLOGIES FOR ABSENCE</b>  |
| 2.  | <b>MINUTES</b><br>(a) To confirm the minutes of the adhoc meeting held on 21 February 2013<br>(b) To confirm the minutes of the meeting held on 28 March 2013<br>(c) To confirm the minutes of the adhoc meeting held on 21 May 2013  |
| 3.  | <b>DECLARATIONS OF INTEREST</b>   |
| 4.  | <b>RECOMMENDATIONS FROM OTHER COMMITTEES</b>  |
| 5.  | <b>UPDATE ON DECISIONS</b><br>The Chief Executive to submit an update on decisions from previous meetings of the Committee.   |
| 6.  | <b>INTERNAL AUDIT ANNUAL REPORT</b><br>The Head of Consortium to submit a report to satisfy the Accounts and Audit Regulations by providing Members with the opportunity to consider a report from the Head of the Council's Internal Audit function on the performance of Internal Audit during the year and the "Internal Audit Opinion" on the Council's system of internal control and its arrangements for risk management and governance. |
| 7.  | <b>INTERNAL AUDIT UPDATE</b><br>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".   |

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| <p><b>8.</b></p> <hr/> <p>To follow</p> | <p><b>ANNUAL GOVERNANCE STATEMENT</b><br/> The Monitoring Officer and S151 Officer to submit a report which explains:-</p> <p>(1) The requirements for the Council to produce an Annual Governance Statement (AGS) and requests the Committee to approve it;</p> <p>(2) The Annual Governance Statement is a key component of the Council's governance arrangements. As such, those who are responsible for those arrangements much approve it.</p>   |
| <p><b>9.</b></p>                        | <p><b>CODE OF CONDUCT – UPDATE OF PROGRESS</b><br/> 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 Other Interests and any complaints dealt with under the new system.</p>  |
| <p><b>10.</b></p>                       | <p><b>CONSTITUTION REVIEW 2012/13 – FOLLOW UP</b><br/> The Monitoring Officer to submit a report, the purpose of which is as follows:-</p> <p>(a) At the meeting of the Council held on 24 April 2013, it was resolved that four items be referred back to the Committee for reconsideration.</p> <p>(b) The Committee is requested to re-consider the deferred items for amendment to the Council's Constitution as well as some other changes listed in paragraphs 3.4, 3.5 and 3.6 of the report and refer the same to the Council for approval.</p>   |
| <p><b>11.</b></p>                       | <p><b>TASK GROUPS</b></p> <p><b>(a) Award of Merit Task Group</b><br/> The Committee to:-</p> <p>i. Reconstitute and appoint members to the Award of Merit Task Group<br/> <u>2012/13 Membership</u><br/> Councillors:-<br/> M. Barnes<br/> G. Bush<br/> P. Cumbers<br/> A. Freer-Jones<br/> M. Gordon<br/> E. Holmes<br/> J. Illingworth<br/> N. Slater</p> <p>ii. Agree the terms of reference in respect of the Award of Merit Scheme as set out on the Appendix</p> <p><b>(b) Performance Management Task Group</b><br/> The Committee to:-</p> <p>i. Reconstitute and appoint members to the Performance Management Task Group<br/> <u>2012/13 Membership</u><br/> Councillors:-<br/> J. Douglas<br/> M. Graham<br/> V. Manderson<br/> N. Slater</p> |

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|            | <p><b>ii.</b> Agree the terms of reference in respect of the Performance Management Task Group</p> <ul style="list-style-type: none"> <li>• To have oversight of the Councils Performance Management System and monitor the Councils Improvement Plan, as required.</li> <li>• To monitor the openness of the Council in its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.</li> <li>• To ensure that the Council has satisfactory measures in place to promote economy, efficiency and effectiveness.</li> <li>• To consider reports of inspection agencies and seek assurance that action is taken on any issues raised in these reports.</li> </ul> |
| <b>12.</b> | <p><b>REGULATION OF INVESTIGATORY POWERS ACT (RIPA) – ANNUAL REVIEW</b></p> <p>The Monitoring Officer to submit a report</p> <p>(1) to allow Members to review the internal policy relating to the Regulation of Investigatory Powers Act 2000 (RIPA);</p> <p>(2) to inform Members of the Council’s use of RIPA for the period 1 April 2012 to 31 March 2013</p>   |
| <b>13.</b> | <p><b>URGENT BUSINESS</b></p> <p>To consider any other items that the Chairman considers urgent.</p>  |

To : Councillors

P. Cumbers  
J.M. Douglas (VC)  
A. Freer-Jones  
M. Gordon  
M.C.R. Graham MBE (C)  
V.J. Manderson  
J. Moulding  
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-PREJUDICIAL INTEREST**

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-prejudicial interest. You also have a personal and non-prejudicial interest if the issue relates to an interest you must register.

**You must state that you have a personal and non-prejudicial interest and the nature of your interest.** You may stay, take part and vote in the meeting (\*unless the interest is also prejudicial).

## **PERSONAL AND PREJUDICIAL INTEREST**

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 personal and prejudicial 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 Standards Committee.

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 personal and prejudicial 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 and Prejudicial 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 the Code of Conduct and Guidance.