

**Please note that before the meeting there will be a Governance Committee Training session on The Internal Audit Process at 5 p.m.**

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

19 November 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 **Wednesday 27 September 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
1.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the minutes of the meeting held on 24 September 2013
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>REVIEW OF INTERNAL AUDIT</b> The Head of Central Services to submit a report to update Members on the outcome of the recent review of Internal Audit commissioned by the Welland Internal Audit Board and the approved action plan.
7.	<b>INTERNAL AUDIT PERFORMANCE UPDATE</b> The Head of Consortium to submit a report to  (1) update Members on the work being undertaken by the Consortium to deliver the Council's internal audit service and to support the development of the Committee's capacity to discharge the new responsibilities set out in the Public Sector Internal Audit Standards.  (2) update Members on the progress in implementing the Improvement Plan approved by the Welland Board in response to the External Quality Assessment undertaken by RSM Tenon.

8.	<b>INTERNAL AUDIT CHARTER</b> The Head of Consortium to submit a report to seek Member endorsement for a revised Internal Audit Charter.
9.	<b>EQUALITIES AND DIVERSITY ANNUAL REPORT</b> The Head of Communications to submit a report to update the Governance Committee on the progress made by the Council to embed Equality and Diversity within service and policy development and delivery, work undertaken to meet its public sector equality duty as required by equality legislation, but more importantly to deliver services which are accessible and meet the needs of Melton residents.
10.	<b>COMMUNITY CONSULTATION STRATEGY – REVISITED</b> The Head of Communications to submit a report to request approval of a revised Community Consultation Strategy which sets out a more robust corporate process for consultation and aims to breathe new life into the Council’s consultation arrangements.
11.	<b>CODE OF CONDUCT – UPDATE ON PROGRESS</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.
12.	<b>MEMBER CODE OF CONDUCT – COMPLAINTS PROCESS</b> The Monitoring Officer to submit a report to review and provide additional clarification and guidance to the Complaints Flow Chart approved by Full Council in July 2012.
13.	<b>CONSTITUTION UPDATE 2013-14</b> The Monitoring Officer to submit a report to consider an item relating to the Council’s Constitution for onward referral to the Council for approval.
14.	<b>URGENT BUSINESS</b> To consider any other items that the Chairman considers urgent.
	<b>EXCLUSION OF THE PUBLIC</b>  <b>RECOMMENDED that the Public be excluded during 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 paragraph 1, 2 and 7.</b>
15.	<b>FRAUD UPDATE</b> The Head of Central Services to submit a report to update Members on the latest position regarding the payment fraud that occurred in September 2013.

To : Councillors

P. Cumbers  
J.M. Douglas (VC)  
A. Freer-Jones  
M. 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 (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-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.