

12 September 2014

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, 22 September 2014 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 Committee held on 23 June 2014 To confirm the Minutes of Sub Committee 2 held on 24 July 2014
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.	STATEMENT OF ACCOUNTS 2013/14 The Head of Central Services to submit a report to submit the Statement of Accounts for 2013-14 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. The Chairperson to sign following the Meeting.
7.	EXTERNAL AUDIT ANNUAL GOVERNANCE REPORT 2013/14 The External Auditors, to present a report summarising the results of the 2013/14 audit of the financial statements.
8.	PROTECTING THE PUBLIC PURSE – PRESENTATION

	<p>EXCLUSION OF THE PUBLIC</p> <p>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 and 2</p>
9.	<p>EXTERNAL AUDIT REVIEW OF THE CREDITORS FUNCTION</p> <p>The External Auditors to report on the outcome of a review of the Creditors Function following the payment fraud in 2013 in order to identify further areas where controls could be strengthened.</p> <p>(The meeting to resume public session)</p>
10.	<p>UPDATE ON INTERNAL AUDIT</p> <p>The Head of Central Services to update the Committee on changes to the management of the Internal Audit team following the retirement of the Head of the Welland Internal Audit consortium.</p>
11.	<p>INTERNAL AUDIT 2014/15 INTERIM REPORT</p> <p>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.</p>
12.	<p>UPDATE ON BENEFITS PERFORMANCE</p> <p>The Head of Communities and Neighbourhoods to submit a report to update the Committee on current benefit performance and measures that have been put in place to effectively manage performance in relation to benefit processing across the authority.</p>
13.	<p>RISK MANAGEMENT ANNUAL REPORT</p> <p>The Head of Central Services to submit a report to update Members on the management of risk within the Council during 2013/14.</p>
14.	<p>CODE OF CONDUCT UPDATE</p> <p>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.</p>
15.	<p>TASK GROUPS</p> <p><u>Award of Merit Task Group</u></p> <p>The Committee to:-</p> <p>(a) reconstitute and appoint members to the Award of Merit Task Group</p> <p><u>2013/14 Membership</u> Councillors M. Barnes, P. Cumbers, A. Freer-Jones, M. Gordon, E. Holmes, J. Illingworth, N. Slater, J. Wyatt</p>

	<p>(b) consider the terms of reference in respect of the Award of Merit Scheme as set out on Appendix A.</p> <p><u>Performance Management Task Group</u></p> <p>The Committee to:-</p> <p>(a) reconstitute and appoint members to the Performance Management Task Group</p> <p><u>2013/14 Membership</u> Councillors J. Douglas, E. Holmes, M. Gordon, M. Graham, V. Manderson, J. Moulding, N. Slater</p> <p>(b) consider the terms of reference in respect of the Performance Management Task Group as follows :-</p> <ul style="list-style-type: none"> • To have oversight of the Councils Performance Management System and monitor the Councils Improvement Plan, as required. • 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. • To ensure that the Council has satisfactory measures in place to promote economy, efficiency and effectiveness. • To consider reports of inspection agencies and seek assurance that action is taken on any issues raised in these reports.
16.	<p>LOCAL GOVERNMENT OMBUDSMAN – STATISTICS</p> <p>The Monitoring Officer to submit a report to update the Committee on information published by the Local Government Ombudsman regarding decisions made regarding complaints against Local Authorities in 2013/14.</p>
17.	<p>CONSTITUTION UPDATE 2014-15</p> <p>The Monitoring Officer to submit a report to consider items relating to the Council's Constitution for onward referral to the Council for approval.</p>
18.	<p>URGENT BUSINESS</p> <p>To consider any other items that the Chairman considers urgent.</p>

To : Councillors

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
G. Bush (Labour Group Substitute)

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.

