

**Please note that before the Meeting there will be a Governance Committee Training Session on the Annual Report on Internal Audit**

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

13 June 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, 23 June 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.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the Minutes of Sub Committee 2 held on 24 March 2014 To confirm the Minutes of the Committee held on 2 April 2014. To confirm the Minutes of Sub Committee 1 held on 1 May 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>INTERNAL AUDIT ANNUAL REPORT</b> 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 2013/14</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".

8.	<p><b>FRAUD LOG</b></p> <p>The Head of Consortium to submit a report to update Members on the impact of fraud on the Council in 2013/14; on the arrangements for reporting and investigating fraud; and on the impact of changes coming into effect in 2014/15.</p>
9.	<p><b>ANNUAL GOVERNANCE STATEMENT</b></p> <p>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>
10.	<p><b>MEMBER CODE OF CONDUCT GOVERNANCE SUB COMMITTEE 2 (HEARING STAGE) PROCEDURE</b></p> <p>The Monitoring Officer to submit a report for the Committee to consider a Member Code of Conduct Hearing Procedure and refer the same to Full Council for inclusion in the Constitution.</p>
11.	<p><b>CODE OF CONDUCT UPDATE</b></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>
12.	<p><b>PAYMENT FOR PARISH REPRESENTATIVES WHEN DEALING WITH PARISH COUNCILLOR COMPLAINTS</b></p> <p>The Monitoring Officer to submit a report to enable the Committee to consider a payment for Parish Representatives when involved in complaints against Parish Councillors at a Governance Sub Committee</p>
13.	<p><b>CONSTITUTION UPDATE 2014-15</b></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>
14.	<p><b>URGENT BUSINESS</b></p> <p>To consider any other items that the Chairman considers urgent.</p>
	<p><b><u>EXCLUSION OF THE PUBLIC</u></b></p> <p><b><u>RECOMMENDED</u></b> 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 paragraphs 1 and 2</p>
15.	<p><b>MEMBER COMPLAINTS</b></p> <p>The Monitoring Officer to submit a report</p>

To : Councillors

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

T. Moncrieff  
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.