

Please note that before the meeting there will be a Governance Committee Training session on audit responsibilities at 5 p.m.

Parkside
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Melton Mowbray
Leicestershire LE13 1GH
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16 September 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 **Tuesday 24 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.	APOLOGIES FOR ABSENCE
2.	MINUTES (a) To confirm the minutes of the meeting held on 24 June 2013 (b) To confirm the minutes of the ad hoc meeting on 19 August 2013
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 2012-13 The Head of Central Services to submit a report to submit the Statement of Accounts for 2012-13 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 2012/13 Ben Connor from PriceWaterhouseCoopers, External Auditors, to present a report summarising the results of the 2012/13 audit of the financial statements
8.	INTERNAL AUDIT PLAN 2013/14 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.
9.	VALUE FOR MONEY The Head of Communications to submit a report on the present position of the Value For Money (VFM) Study using 2011-12 outturn data, to establish a baseline for further and future comparison.
10.	URGENT BUSINESS To consider any other items that the Chairman considers urgent.
11.	ANNUAL REVIEW OF RISK MANAGEMENT The Head of Central Services to submit a report to update Members on the management of risk within the Council during 2012/13.
12.	CONSTITUTION UPDATE 2013-14 The Monitoring Officer to submit a report to request the Committee to consider four items relating to the Council's Constitution for onward referral to the Council for approval.
13.	
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.	REFRESHED DATA PROTECTION POLICY The Head of Communications to submit a report to provide for a refreshed Data Protection Policy, and related documents on Clear Desk Policy, Data Processor contracts, Data Retention and Destruction, and Fair Processing.
16.	ELECTIONS AND PERFORMANCE STANDARD The Head of Communications to submit a report to allow Members to consider and note the Elections performance and performance standards.
17.	URGENT BUSINESS To consider any other items that the Chairman considers urgent.

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 (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.