

**Please note that before the Meeting there will be a Governance Committee Training session entitled Understanding Assurance commencing at 5.00 pm**

20 January 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 **Tuesday, 28 January 2014 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 Ad Hoc Meeting held on 21 November 2013. To confirm the Minutes of the Meeting held on 27 November 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>INTERNAL AUDIT PERFORMANCE REPORT QUARTER THREE</b> The Head of Welland Internal Audit Consortium to submit a report to allow those Members discharging the role of the Audit Committee to monitor the performance of the Consortium in delivering the Council's Internal Audit service.
7.	<b>ANNUAL AUDIT PLAN</b> The External Auditor to present the 2013/14 audit plan which includes an analysis of key risks, the audit strategy, reporting and timescale.
8.	<b>REFRESHED DATA QUALITY POLICY</b> The Head of Communications to submit a report to provide for a refreshed Data Quality Policy.

<b>9.</b>	<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.
<b>10.</b>	<b>CONSTITUTION UPDATE 2013-14</b> The Monitoring Officer to submit a report to consider items relating to the Council's Constitution for onward referral to the Council for approval.
<b>11.</b>	<b>OFFICE OF SURVEILLANCE COMMISSIONERS - INSPECTION REPORT</b> The Head of Communications to submit a report to advise the Committee of the report of His Honour David Hodson, the Assistant Surveillance Commissioner of the Office of Surveillance Commissioners relating to the review of management of covert activities undertaken by Melton Borough Council.
<b>12.</b>	<b>URGENT BUSINESS</b> To consider any other items that the Chairman considers urgent.

To : Councillors

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

