

GOVERNANCE COMMITTEE

28 SEPTEMBER 2015

UPDATE ON DECISIONS

| Item No. | Agenda Item or Minute Number | Decision | Governance Date Originates | Lead Officer | Update |
|----------|---|---|----------------------------|--------------|--|
| 1. | G.13 INTERNAL AUDIT ANNUAL REPORT | <p><u>Reminder from minute content :-</u> A proposed training schedule was circulated to Members of the Committee. The dates are to be confirmed but it was agreed Wednesdays at 5.00 pm would be a convenient time:-</p> <p>The Head of the Consortium is also proposing to run three training workshops, dates and times to be confirmed:-.</p> <p>Evaluating Statements of Assurance – half-day Reviewing the Annual Audit Plan – half day Evaluation of the Performance of the Head of Internal Audit – half day.</p> | 240613 original 220914 | RA | <p>A revised programme of Committee Training Sessions be discussed at the September Meeting. Report is on the agenda 28 September 2015</p> <p>Risk Management Training – 28 September 2015 at 5.00</p> |
| 2. | G.8. FRAUD LOG (Single Fraud Investigation) | Officer to bring forward proposals for future delivery of the single fraud investigation scheme. | 230614 | HR | On-going, Currently being drafted and will be presented at an appropriate Committee Meeting. |
| 3. | G.9. ANNUAL GOVERNANCE STATEMENT | Training be arranged on Data Protection and the Human Rights Act for Members | 230614 220914 | AT | Data Protection training will be held on Wednesday 9 September 2015 starting at 5.30pm. |
| 4. | G.38. Performance on Raising Orders | An updated report to be presented to the Governance Committee following the Elections. | 181114 | DG | Report at this meeting |
| 5. | G.40. Protective Marking | The Head of Communication instigate a programme of training for the use of the Protected Marking Scheme. | 181114 | AT | Protective Marking training – this has been awaiting the changes to the MIKE system. |

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| | | | | | Module is expected to be ready by the End of October 2015. |
| 6. | G.60 Urgent Business 1. Planning Committee – Role of Cttee member and Ward Cllr | The Monitoring Officer in consultation with the Head of Regulatory Services and Solicitor to the Council, to review the Code of Conduct for Members dealing with Planning Matters in respect of the Planning Committee. | 110215 | AT | Reported at the Meeting of 17 July 2015. Head of Regulatory Services was asked to contact neighbouring Local Authorities for alternative approaches and for Best Practice purpose to identify their approach. Constitution deferred for further discussion at a further Meeting of the Committee to which all Members would be invited to contribute. Report at this meeting 28 September 2015. |
| 7. | G.68 Housing Benefit processing and Performance Management | 2.3. 6 Monthly Review report to be brought to this committee. | 310315 | RB/MS | To be presented at the Meeting in November 2015. |
| 8. | G.71 Award of Merit Scheme | (3) Officers be asked to look at the rule 7 and bring back to a future meeting. | 310315 | AT | It was agreed that Rule 7 be reworded as set out in the Minutes of 29 June 2015. This will be reported to the next Governance Meeting. |
| 9. | G.10 – Reconstitution of Task Groups | <u>Award of Merit</u> 3. The Award of Merit Task Group considers working in partnership with the Melton Times | 29.06.15 | AT | The Task Group met on 06.08.15 and was minded to decline the opportunity to work in partnership with the Melton Times for this |

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| | | | | | year so that Members individually and collectively could re-introduce some impetus to the awards and build them up again, with the Mayor being the starting point for this process. |
| 10. | G11 – Town Area Committee for Melton Mowbray | <p><u>RESOLVED</u> that:</p> <p>1. The Policy Finance and Administration Committee be recommended to propose to Full Council the establishment of a Town Area Committee for Melton Mowbray covering the Wards of Craven, Dorian, Egerton, Newport, Sysonby and Warwick.</p> <p>2. The Constitution Part 3 - Delegation of Functions be amended to include specific delegations to the Town Area Committee together with amendments to the delegation to the Community and Social Affairs Committee as set out in Appendix 1 and 2 of this report.</p> | 290615 | LA | Full Council on 220715 approved the establishment of a Town Area Committee and the changes to delegations to functions set out at (2) |
| 11. | G13 - Members Code Of Conduct In relation to Planning Matters | <p><u>RESOLVED</u> that the updates to the Constitution were deferred for further discussion at a future meeting of the Committee, to which all Members would be invited to contribute.</p> | | | Report at this meeting |
| 12. | G14 – Constitution Update | <p><u>RESOLVED</u> that the following changes to the Constitution be referred to Full Council for adoption :-</p> <p>1. The changes to the 'Arrangements for Site Inspections for Planning Applications' as set out in the report to the Planning Committee at Appendix A which</p> | | | All items adopted by Full Council on 220715 |

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| | | <p>sets out the proposed changes to Appendix 3 of the Site Inspections Protocol. This document sits within the Code of Conduct for Members and Officers dealing with Planning Matters.</p> <p>2. A new Officer Delegation to the Head of Central Services in consultation with the Head of Communities and Neighbourhoods being item 73 as follows :-</p> <p><i>'In consultation with the Head of Communities and Neighbourhoods to adopt local business rate relief schemes, where it is in the interest of local businesses and the Council to do so, following guidance from Central Government'.</i></p> <p>3 A new Officer Delegation to the Head of Communities and Neighbourhoods being item 84 as follows :-</p> <p><i>'To approve the opening of additional toilet facilities for key events in the town centre as designated by Members or additional events where it is considered there is a need that should be filled through the council.'</i></p> <p>A transfer of an Officer Delegation no. 17 from the Solicitor to the Council which as follows :-</p> <p><i>'17 To administer, effect and make all necessary decisions in respect of the Sale of Council Houses under the Right to Buy Scheme.'</i></p> <p>and transfer the above Officer Delegation to the Head of Communities and</p> | | | |

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| | | <p>Neighbourhoods in consultation with the Solicitor to the Council and this be item 85 and read as follows :-</p> <p><i>'In consultation with the Solicitor to the Council to administer, effect and make all necessary decisions in respect of the Sale of Council Houses under the Right to Buy Scheme.'</i></p> | | | |

Key to Officers

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|----|--------------------------|----|-----------------------------|
| MT | Management Team | HR | Head of Communities |
| LA | Chief Executive | JW | Head of Regulatory Services |
| KA | Strategic Director (KA) | VW | Solicitor to the Council |
| CM | Strategic Director (CM) | MO | Monitoring Officer |
| DG | Head of Central Services | | |
| AT | Head of Communications | | |