

**GOVERNANCE COMMITTEE
23 JUNE 2014**

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 | RG | <p>Annual Report on Internal Audit held prior to this Committee Meeting.</p> <p>Training Workshops incorporated into Member’s Calendar.</p> |
| 2. | G.17. CONSTITUTION REVIEW 2012/13 – FOLLOW UP | (2) The next Planning Committee training session include reiterating and reinforcing good practice and respect for colleagues when dealing with excessive lobbying and similar approaches; | 240613 | AT/ VW/ JW | In progress. Date to be advised. |
| 3. | G.78 HOUSING BENEFIT SERVICE – PERFORMANCE REPORT | An open and transparent report on the progress to be presented at the September 2014 Meeting. | 020414 | HR | |
| 4. | G.81 REVIEW OF THE CORPORATE COUNTER- FRAUD STRATEGY | <p>(1) The revised Corporate Counter-Fraud Strategy be approved and referred to the Full Council for adoption the Constitution.</p> <p>(2) A review and update of the Whistleblowing Policy be presented to a future meeting of this Committee.</p> | 230614 230614 | RG AT | <p>Full Council on 300414 deferred to Full Council on 160714</p> <p>To be presented at</p> |

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| | | (3) Benefits and Grant Application Forms be endorsed with suitable wording to ensure that applicants were aware that the Council would take action in cases of fraudulent claims | 240314 | HR | September Meeting of this Committee. In progress, suitable wording agreed, to be incorporated into new forms. |
| 5. | G.85. CONSTITUTION UPDATE | <p>Items referred to Council for adoption.</p> <p>(a) following the Policy, Finance & Administration Committee's approval of an operational change to booking arrangements for the Civic Rooms on 23 January 2013, the Committee is requested to note that the consequential changes have been made to item 7 of the Corporate Property Officer's Delegations and a new item numbered 50 to the Head of Central Services' delegations within the Constitution :-</p> <p><i>'To approve a concession for the use of the civic suite rooms 1 and 2 in consultation with a member of Corporate Management Team.'</i></p> <p>(b) an additional delegated function to the Appeals Committee to reflect the appeals provision included within the Member Complaints Process as follows :-</p> <p><i>'3. To determine any appeals in respect of the Member Complaints Process'</i></p> <p>(c) the following be added to the Chief Executive's delegations to be in line with the Corporate Compensation Policy :-</p> <p><i>'17. Approval to make compensation payments of over £250 and up to £10,000 with the Section 151 Officer and an agreement from the Legal department.'</i></p> <p>(d) following a recommendation</p> | 240314 | AT | <p>Approved by Council subject to the amendment for clarity to (f) with regard to procedure rule 15.5(b) shown in bold type below :-</p> <p>Recorded vote 15.5 (a) <i>If three Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.</i></p> <p>15.5(b) <i>There will be a recorded vote of all Members as indicated at 15.5(a) at any budget decision meeting where the authority makes a decision on the making of the calculation [these are defined by statute] or the issuing of the precept [and includes a meeting where these were included as an item of business on the agenda for that meeting].</i></p> |

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| | | <p>from the Planning Committee on 13 March 2014, the Planning Committee site inspections procedure and associated protocol be changed as indicated in Appendix 2 and Appendix 3 of this report with the addition that the Ward Member(s) be included in Site Inspections;</p> <p>(e) at the Policy, Finance and Administration Committee meeting on 12 February 2014 (Minute P71- Business Rates Retail Relief Scheme) the following was resolved, therefore the Officer Delegations be updated accordingly :-</p> <p><i>'Delegated Authority is given to the Head of Central Services in consultation with the Head of Communities and Neighbourhoods to make any necessary changes to the Retail Relief Scheme, in accordance with further guidance from Central Government, consultation with partners across Leicestershire and to improve the scheme based on experience from delivery of the scheme.'</i></p> <p>(f) further to the Minister for Local Government's request that there be recorded votes of all Members on any decision involving the budget or Council Tax, the Terms of Reference for Full Council at Part 3 of the Constitution be amended at item 2 to read as follows :-</p> <p>'2. Approving or adopting the policy framework, the budget (by recorded vote of all Members) and any application to the Secretary of State in respect of any housing land transfer.'</p> <p>And there also be reference in the Procedure Rules at Part 4 that 15.5 become 15.5(a) and a new 15.5(b) read as follows :-</p> | | | |

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| | | <p>Recorded vote</p> <p>15.5 (a) <i>If three Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.</i></p> <p>(b) As directed by the Minister for Local Government in February 2014, there will be a recorded vote of all Members as indicated at 15.5(a), on any decisions related to the budget or Council Tax.</p> | | | |
| 6. | G.86. AWARD OF MERIT SCHEME: AWARDEES 2013/14 | The Task Group is requested to review the Award of Merit Scheme in 2014/15. | 230614 | AT | Task Group to consider at its first meeting |

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 | | |

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