

**GOVERNANCE COMMITTEE
28 JANUARY 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>Understanding Assurance – 1 hour</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>Understanding Assurance -Training Session 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	<p>Resolutions 1 (a)-(f) referred to Council for adoption</p> <p>(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;</p> <p>(3) The Chief Executive to write to the Councillor who had expressed concern relating to the receiving of business offers for staff and Councillors to explain the legitimacy of such practice.</p>	240613	<p>AT</p> <p>AT</p> <p>LA</p>	<p>Full Council on 170713 approved the recommendations.</p> <p>In progress</p> <p>In hand.</p>
3.	G. 31. STATEMENT OF ACCOUNTS 2012-13	The Dora Webb miniature painting be relocated and displayed in the Mayor's Parlour once the insurance position has	240913	DG	<p>Insurance position has been checked.</p> <p>Painting now located</p>

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		been checked.			in Mayor's Parlour.
4.	G.52. INTERNAL AUDIT CHARTER	Resolution: Subject to changing the word "external" to 'Internal' audit under the responsibilities section, the Internal Audit Charter be endorsed.	271113	RG	Resolved.
5.	G.54. EQUALITIES AND DIVERSITY ANNUAL REPORT	Resolution: That the report be noted and the positive aspects be reported to the Full Council.	271113	DG	Report went to Full Council 11 December 2013.
6.	G.57. MEMBER CODE OF CONDUCT – COMPLAINTS PROCESS	Resolution: Guidance be agreed including the setting up of 2 Sub Committees of 4 Members for referral to Full Council.	271113	AT	Report went to Full Council 11 December 2013 – RESOLVED: That subject to a report from the Monitoring Officer to the next meeting of the Governance Committee to clarify the procedure when sharing complaints with the 'subject Member', the guidance in relation to the Member Code of Conduct – Complaints Process be approved. A meeting was held on 9 January 2014 with Cllr Graham, Cllr Moncrieff and the Monitoring Officer. It was agreed no amendments were to be made.
7.	CONSTITUTION UPDATE 2013	Resolution: That the following changes, as detailed at paragraphs 3.3 and 3.4 of the report, be referred to the Council for adoption (1) with regard to the Members'	271113	AT	A report went to Full Council 11 December 2013.

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		<p>Allowances Scheme, annual budgetary inflation be added to the computer consumables allowance of £50 per year and the scheme be amended to read :-</p> <p><i>'Members may claim for computer consumables such as printer cartridges and paper (on the production of a receipt) up to the value of £50.00 per annum per Member and this sum be subject to inflation.'</i></p> <p>(2) the amended Terms of Reference of the Melton Local Plan Working Group as set out at Appendix A.</p>			

Key to Officers

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)	CS	ICT Client Manager
DG	Head of Central Services	MO	Monitoring Officer
AT	Head of Communications		

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