

Please note that before the meeting there will be an Audit Training session at 5 p.m. to which all Members have been invited.



Parkside
Station Approach
Burton Street
Melton Mowbray
Leicestershire LE13 1GH
Telephone: 01664 502502
www.melton.gov.uk

19 June 2012

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 **Wednesday 27 June 2012 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 To confirm the minutes of the meeting held on 22 May 2012
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATION FROM OVERVIEW AND SCRUTINY COMMITTEE Minute OS.51(2)(c) – 3 May 2012: The Governance Committee be asked to consider the introduction of formal notes at private meetings involving the Chairmen of Committees, officers, and third parties.
5.	AWARD OF MERIT TASK GROUP The Committee to (a) reconstitute and appoint members to the Award of Merit Task Group; (b) agree the following terms of reference in respect of the Award of Merit Scheme:- <ul style="list-style-type: none"> • To combine the Melton Borough Award and Mayor's Award of Merit into one award called the 'Mayor's Award' and equal consideration be given to paid/unpaid service to the Borough. • There be a citation for each awardee and this be entered into a book created for the purpose of recording awardees. • Nominations for awards be made via a Borough Councillor. • Councillors may not be nominated until 2 years has passed since they

	<p>ceased to be Councillor and the reason for nomination be not related to their Council work.</p> <ul style="list-style-type: none"> • Nominations must relate to service in the Borough and there be no requirement for nominees to live in the Borough. • There be up to 4 awards in total ie. 2 for individuals and 2 for groups • The 4 awards above be in addition to any other existing awards such as the Robert Hyslop Most Outstanding Service to the Borough and the Derek Sanders Cup. • Councillors on the Award of Merit Task Group may not support a candidate they have nominated. • A nominee cannot receive more than 1 award. • The 'Robert Hyslop Most Outstanding Service to Community' award be renamed the 'Citizen of the Year' Award. • To consider nominations and select up to 5 persons/organisations to receive a Young Citizen Award.
6.	<p>REGULATION OF INVESTIGATORY POWERS ACT (RIPA) – ANNUAL REVIEW</p> <p>The Monitoring Officer to submit a report</p> <ol style="list-style-type: none"> (1) to allow Members to review the internal policy relating to the Regulation of Investigatory Powers Act 2000 (RIPA); (2) to inform Members of the Council's use of RIPA for the period 1 April 2011 to 31 March 2012
7.	<p>INTERNAL AUDIT ANNUAL REPORT</p> <p>The Head of Consortium to submit a report to satisfy the Accounts and Audit Regulations by providing Members with the opportunity to consider a report from the Head of the Council's Internal Audit function on the performance of Internal Audit during the year and the "Internal Audit Opinion" on the Council's system of internal control and its arrangements for risk management and governance.</p>
8.	<p>ANNUAL GOVERNANCE STATEMENT</p> <p>The Monitoring Officer and S151 Officer to submit a report which explains</p> <ol style="list-style-type: none"> (1) the requirements for the Council to produce an Annual Governance Statement (AGS) and requests the Committee to approve it; (2) the Annual Governance Statement is a key component of the Council's governance arrangements. As such, those who are responsible for those arrangements much approve it.
9.	<p>ANNUAL REVIEW OF RISK MANAGEMENT</p> <p>The Head of Central Services to submit a report to update Members on the management of risk within the Council during 2011/12.</p>
10.	<p>LOCALISM ACT – CHANGES TO STANDARDS LEGISLATION UPDATE ON PROGRESS</p> <p>The Monitoring Officer to submit a report to inform members of the progress made since the Governance Committee on 22nd May 2012 in respect of the changes to the system of regulation for standards of conduct for elected and co opted members of Councils, as a result of the Localism Act 2011.</p>
To Follow	
11.	<p>CONSTITUTION – PART 8 – PERFORMANCE MANAGEMENT</p> <p>The Head of Communications to submit a report to allow Members to consider changes to the Council's Performance Management Framework and System, and to replace the 2007 version with a 2012 version.</p>

12.	ROLE OF THE MONITORING OFFICER
To Follow	The Chief Executive to submit a report to review the allocation of the role of the Monitoring Officer.
13.	URGENT BUSINESS To consider any other items that the Chairman considers urgent.

To : Councillors S. Dungworth Vacancy
 J. Douglas (VC) Vacancy
 M.C.R. Graham MBE (C)
 V.J. Manderson
 S. Lumley
 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 (ie. 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.