

20 June 2016

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 June 2016 at 6.30 p.m.** at which your attendance is requested.

Yours faithfully

Lynn Aisbett  
Chief Executive

## A G E N D A

Item No.	Item
1.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MINUTES</b> To confirm the minutes of the last meeting held on 7 April 2016 To note the minutes of the Governance Sub Committee 2 meeting held on 21 April 2016
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 ANNUAL REPORT</b> The Head of Welland Internal Audit 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.
7.	<b>INTERNAL AUDIT PLAN UPDATE</b> The Head of Welland Internal Audit Consortium to submit a report which updates Members on progress made in delivering the 2016/17 Annual Audit Plan and key findings arising from audit assignments completed since the last Committee meeting.

8.	<p><b>FRAUD LOG 2015/16</b></p> <p>The Head of Welland Internal Audit Consortium to submit a report which will provide an update on any suspected non-benefit frauds reported to Internal Audit during 2015/16 and also includes details of work undertaken during the year to further develop the Council's counter fraud controls.</p>
9.	<p><b>SUNDRY DEBTORS' UPDATE</b></p> <p>The Head of Communities and Neighbourhoods to submit a report which will provide Members with an update on the collection of Sundry Debts in response to Audit action points and only relates to Sundry Debts.</p>
10.	<p><b>HOUSING BENEFIT PROCESSING AND PERFORMANCE MANAGEMENT</b></p> <p>The Head of Communities and Neighbourhoods to submit a report which will update the Committee on current benefit performance and measures that have been put in place to effectively manage performance in relation to benefit processing across the authority.</p>
11.	<p><b>ANNUAL GOVERNANCE STATEMENT</b></p> <p>The Monitoring Officer and S151 Officer to submit a report which explains:-</p> <ul style="list-style-type: none"> <li>(a) The requirements for the Council to produce an Annual Governance Statement (AGS) and requests the Committee to approve it;</li> <li>(b) The Annual Governance Statement is a key component of the Council's governance arrangements. As such, those who are responsible for those arrangements must approve it</li> </ul>
12.	<p><b>PROVISION OF INTERNAL AUDIT SERVICES</b></p> <p>The Head of Central Services to submit a report which updates the Committee on the proposal being considered for the future provision of internal audit services by the Welland Internal Audit Board and obtain Members' views and approval to move forward to the next stage of the process</p>
13.	<p><b>REVIEW OF MEMBER COMPLAINTS PROCESS</b></p> <p>The Monitoring Officer, on behalf of the Member Complaints Process Review Task Group, to submit a report to update the Member Complaints Process for further consideration and approval by Full Council</p>
14.	<p><b>CODE OF CONDUCT UPDATE</b></p> <p>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</p>
15.	<p><b>CONSTITUTION UPDATE 2016 17</b></p> <p>The Monitoring Officer to submit a report to consider items relating to the Council's Constitution for onward referral to the Council for adoption and incorporation into the Council's Constitution</p>
16.	<p><b>RECONSTITUTION OF TASK GROUPS</b></p> <p><b><u>Award of Merit Task Group</u></b></p> <p>The Committee to:-</p> <ul style="list-style-type: none"> <li>(a) Reconstitute and appoint members to the Award of Merit Task Group which usually includes the current Mayor and Deputy Mayor</li> <li>(b) Consider and agree the terms of reference in respect of the Mayor's Awards</li> </ul>

as set out in the Appendix

**Performance Management Task Group**

The Committee to:-

- (a) Reconstitute and appoint members to the Performance Management Task Group
- (b) Consider and agree the terms of reference in respect of the Performance Management Task Group as set out below :-
  - To have oversight of the Councils Performance Management System and monitor the Councils Improvement Plan, as required.
  - To monitor the openness of the Council in its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.
  - To ensure that the Council has satisfactory measures in place to promote economy, efficiency and effectiveness.
  - To consider reports of inspection agencies and seek assurance that action is taken on any issues raised in these reports.

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17. **URGENT BUSINESS**

To consider any other items that the Chairman considers urgent

To : Councillors

M. Blase  
P.M. Chandler (Chair)  
P. Cumbers  
J. Douglas  
J. Hurrell

J. Illingworth  
V.J. Manderson  
J.B. Rhodes  
M. R. Sheldon (Vice Chair)  
J. Simpson

# 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-PECUNIARY INTERESTS**

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-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

**You must state that you have a personal and non-pecuniary interest and the nature of your interest.** You may stay, take part and vote in the meeting.

## **PERSONAL AND PECUNIARY INTERESTS**

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 pecuniary 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 Governance Committee.

## **DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS**

**If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.**

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 pecuniary or disclosable pecuniary 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, pecuniary or disclosable pecuniary 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 paragraphs 13(2) and 13(3) of the Code of Conduct