

Audit Committee Training

Please note that this Audit training session will start at 5.30 p.m. and end by 6.15 p.m.

The session will be led by our External Auditor and will cover the role of the Audit Committee when considering the Statement of Accounts and the ISA 260 report.

This training is essential for Members (and Substitutes) of the Governance Committee.



Melton
Borough
Council

Parkside
Station Approach
Burton Street
Melton Mowbray
Leicestershire LE13 1GH
Telephone: 01664 502502

12 September 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, 20 September 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.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of the last meeting held on 28 June 2016.
3.	DECLARATIONS OF INTEREST
4.	RECOMMENDATIONS FROM OTHER COMMITTEES
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.
6.	STATEMENT OF ACCOUNTS 2015/16 The Head of Central Services to submit a report which presents the Statement of Accounts for 2015-16 for approval which have been prepared in accordance with the Accounts and Audit Regulations 2015 and inform the Committee of the key issues within the accounts. The Chairperson to sign following the Meeting.
7.	EXTERNAL AUDIT ANNUAL GOVERNANCE REPORT 2015/16 The External Auditors, to present a report summarising the results of the 2015/16 audit of the financial statements.
8.	INTERNAL AUDIT UPDATE REPORT The Head of Welland Internal Audit Consortium to submit a report to update 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.

9.	MONEY LAUNDERING POLICY The Head of Welland Internal Audit Consortium to submit a report for Members to consider a new Money Laundering Policy.
10.	RISK MANAGEMENT ANNUAL REPORT The Head of Central Services to submit a report to update Members on the management of risk within the Council during 2015/16.
11.	ELECTION AND ELECTORAL REGISTRATION UPDATE The Head of Communications to draft a report reviewing the parliamentary constituency boundary.
12.	URGENT BUSINESS To consider any other items that the Chairman considers urgent.
	EXCLUSION OF THE PUBLIC RECOMMENDED that the Public be excluded during the consideration of the following item of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information : Exempt Information) under paragraph 3.
13.	LEISURE VISION Statutory Officers to report on a review of the Leisure Vision Programme Phase one.

To : Councillors

M. Blase	J. Illingworth
P.M. Chandler (Chair)	V.J. Manderson
P. Cumbers	J.B. Rhodes
J. Douglas	M. R. Sheldon (Vice Chair)
J. Hurrell	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