

14 November 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, 22 November 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 20 September 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>ANNUAL AUDIT LETTER 2015/16</b> Ernst Young, the External Auditor, to provide a high level summary of the results of the 2015/16 audit work undertaken at Melton Borough Council
7.	<b>PROVISION OF EXTERNAL AUDIT SERVICES</b> Ernst Young, the External Auditor, to update the Committee on arrangements being made for the appointment of external auditors from 1 April 2018 when the current contracts end and make proposals for this Council to join in with the sector led appointment of external audit from that date.
8.	<b>INTERNAL AUDIT UPDATE</b> 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. **INTERNAL AUDIT PLANNING 2017/18**

The Head of Welland Internal Audit Consortium to advise the Committee on the proposed approach to development of the 2017/18 Audit Plan and consult Members on risk areas for consideration

Item 10  
Appendix  
A is  
exempt

10. **PROVISION OF INTERNAL AUDIT SERVICES**

The Head of Welland Internal Audit Consortium to submit a report to update the Committee on the proposal to delegate the internal audit service to Local Government Shared Service (LGSS) and make the appropriate recommendation to the next Council meeting

11. **ANNUAL REPORT ON EQUALITY AND DIVERSITY**

The Head of Central Services to submit a report to update the Governance Committee on the progress made by the Council to embed Equality and Diversity within service and policy development and delivery, work undertaken to meet its public sector equality duty as required by equality legislation, but more importantly to deliver services which are accessible and meet the needs of Melton residents

12. **CODE OF CONDUCT UPDATE**

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

13. **ANNUAL REVIEW OF THE CONSTITUTION 2016 17**

The Monitoring Officer to submit a report to enable the Committee to consider an annual review of the Council's Constitution and any amendments for onward referral to the Council for approval as well as note changes to the Constitution approved by the Council since May 2015

14. **REVIEW OF REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY**

The Monitoring Officer to submit a report to allow Members to review the internal policy relating to the Regulation of Investigatory Powers Act 2000 (RIPA) and to inform Members of the Council's use of RIPA for the period 1 April 2015 to 31 October 2016

15. **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