

Agenda



Rural Capital of Food

Meeting name	Governance Committee
Date	Tuesday, 6 June 2017
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH
Other information	This meeting is open to the public

Members of the Governance Committee are invited to attend the above meeting to consider the following items of business.

Lynn Aisbett
Chief Executive

Membership

Councillors P. Cumbers (Chair) J. Simpson (Vice-Chair)
T. Beaken M. Blase
P. Chandler J. Douglas
P. Faulkner J. Illingworth
P. Posnett B. Rhodes

Substitutes M. Graham T. Greenow

Quorum: 4 Councillors

Meeting enquiries	Catherine Richards
Email	crichards@melton.gov.uk
Agenda despatched	Monday, 29 May 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the meeting held on 4 April 2017.	1 - 14
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	15 - 16
4.	RECOMMENDATIONS FROM OTHER COMMITTEES There are no recommendations from other Committees.	
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.	17 - 18
6.	CAPITAL PROJECT MONITORING The Chief Executive to submit a table advising Members of procurement and procedural stages of a sample of projects.	19 - 22
7.	INTERNAL AUDIT ANNUAL REPORT 2016/17 The Head of Internal Audit 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.	23 - 60
8.	INTERNAL AUDIT CHARTER AND STRATEGY The Head of Internal Audit to submit a report which provides Members with a copy of the Counter Fraud and Corruption Policy for review and approval.	61 - 76
9.	COUNTER FRAUD AND CORRUPTION POLICY 2017 The Head of Internal Audit to submit a report which provides Members with a copy of the Counter Fraud and Corruption Policy for review and approval.	77 - 96
10.	SUBSISTENCE ARRANGEMENTS The Head of Communications to submit a report at the request of the Full Council, which requests the Committee consider whether to provide refreshments before evening meetings and if so, the budget implications of doing so and refer its recommendations back to Full Council.	97 - 100

11.	<p>RECONSTITUTION OF TASK GROUPS <u>Award of Merit Task Group</u> The Committee to:-</p> <p>(a) Reconstitute and appoint members to the Award of Merit Task Group which usually includes the current Mayor and Deputy Mayor</p> <p>(b) Consider and agree the terms of reference in respect of the Mayor's Awards as set out in the Appendix</p> <p><u>Performance Management Information Task Group</u> The Committee to:-</p> <p>(a) Reconstitute and appoint members to the Performance Management Task Group</p> <p>(b) Consider and agree the terms of reference in respect of the Performance Management Task Group as set out below :-</p> <ul style="list-style-type: none"> •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. 	101 - 102
12.	<p>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.</p>	103 - 106
13.	<p>CONSTITUTION UPDATE 2017/18 The Monitoring Officer to submit a report to request that the Committee consider constitutional items and those approved will be referred to the Council for adoption and incorporation into the Council's Constitution.</p>	107 - 122
14.	<p>URGENT BUSINESS To consider any other items that the Chair considers urgent.</p>	
	<p>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 paragraphs 1 and 2.</p>	

15.

FRAUD LOG 2016/17

The Head of Internal Audit to submit a report which provides Members with an update on any suspected non-benefit frauds reported to Internal Audit during 2016/17 and also includes details of work undertaken during the year to further develop the Council's counter fraud controls.

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