

# Agenda



*Rural Capital of Food*

<b>Meeting name</b>	<b>Governance Committee</b>
<b>Date</b>	<b>Tuesday, 19 September 2017</b>
<b>Start time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH</b>
<b>Other information</b>	<b>This meeting is open to the public</b>

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

**Edd de Coverly**  
**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

<b>Meeting enquiries</b>	Catherine Richards
<b>Email</b>	<a href="mailto:crichards@melton.gov.uk">crichards@melton.gov.uk</a>
<b>Agenda despatched</b>	Monday, 11 September 2017

No.	Item	Page No.
1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<p><b>MINUTES</b> To confirm the minutes of the meeting held on 6 June 2017.</p> <p>To confirm the minutes of Governance Sub Committee 1 held on 20 July 2017.</p>	1 - 18
3.	<p><b>DECLARATIONS OF INTEREST</b> Members to declare any interest as appropriate in respect of items to be considered at this meeting.</p>	19 - 20
4.	<p><b>RECOMMENDATIONS FROM OTHER COMMITTEES</b> Governance Committee to consider the following recommendations for approval:-</p> <p><u>Rural Economic and Environmental Affairs Committee: 7 June 2017:</u> <u>Minute R4 – Name of Committee</u></p> <p><b>RECOMMENDED that</b></p> <p>(1) the Constitution set the name of this Committee as Melton Economic and Environmental Affairs Committee</p> <p>(2) Governance Committee consider amending the Terms of Reference of the Policy Committees as follows:-</p> <p>i. Policy, Finance and Administration Committee have included new delegations to deal with all responsibilities within the remit of this Committee in accordance with the best interests of all local communities, including rural.</p> <p>ii. Community and Social Affairs Committee and Rural Economic and Environmental Affairs Committee (as retitled) have included new delegations to deal with all responsibilities within the remit of this Committee in accordance with the best interests of all local communities, including rural.</p> <p>As the above recommendations relate to amending the Council's Constitution, they have been included for the Committee's consideration in the Constitution Update report at agenda item 13 and therefore are a matter of report with this item.</p>	
5.	<p><b>UPDATE ON DECISIONS</b> The Chief Executive to submit an update on decisions from previous meetings of the Committee.</p>	21 - 22

6.	<b>CAPITAL PROJECT MONITORING</b> The Chief Executive to submit a table advising Members of procurement and procedural stages of a sample of projects.	23 - 24
7.	<b>STATEMENT OF ACCOUNTS 2016/17</b> The Corporate Director to submit a report which presents the Statement of Accounts for 2016/17 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.	25 - 154
8.	<b>ANNUAL GOVERNANCE STATEMENT</b> The Monitoring Officer to submit a report explaining the requirements for this Council to produce an Annual Governance Statement (AGS) and requesting the Committee approve it.	155 - 176
9.	<b>EXTERNAL AUDIT ANNUAL GOVERNANCE REPORT 2016/17</b> The External Auditor, to present a report summarising the results of the 2016/17 audit of the financial statements.	177 - 220
10.	<b>INTERNAL AUDIT PROGRESS REPORT 2017/18</b> The Head of Internal Audit to submit a report updating Members on progress made in delivering the 2017/18 Annual Audit Plan and on key findings from audit assignments completed.	221 - 236
11.	<b>ANNUAL REVIEW OF RISK MANAGEMENT</b> The Corporate Director to submit a report to update Members on the management of risk within the Council during 2016/17.	237 - 260
12.	<b>CODE OF CONDUCT UPDATE</b> 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.	261 - 264
13.	<b>CONSTITUTION UPDATE 2017/18</b> The Monitoring Officer to submit a report to enable the Committee to consider items relating to the Council's Constitution for onward referral to the Council for adoption and incorporation into the Council's Constitution.	265 - 826
14.	<b>SUBSISTENCE ARRANGEMENTS</b> The Corporate Director to submit a report at the request of 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.	827 - 844

15.

**URGENT BUSINESS**

To consider any other items that the Chair considers urgent.