

Agenda



Rural Capital of Food

Meeting name	Governance Committee
Date	Tuesday, 21 November 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.

Edd de Coverly
Chief Executive

Membership

Councillors P. Cumbers (Chair) J. Simpson (Vice-Chair)
T. Beaken M. Blase
P. Chandler J. Douglas
P. Faulkner A. Freer-Jones
M. Glancy J. Illingworth

Substitutes M. Graham T. Greenow

Quorum: 4 Councillors

Meeting enquiries	Catherine Richards
Email	crichards@melton.gov.uk
Agenda despatched	Monday, 13 November 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the meeting held on 19 September 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.	ANNUAL AUDIT LETTER 2016/17 Ernst Young, the External Auditor to provide a high level summary of the results of the 2016/17 audit work undertaken at Melton Borough Council.	19 - 44
7.	INTERNAL AUDIT UPDATE The Head of Internal Audit to submit a report to update Members on progress made in delivering the 2017/18 Annual Audit Plan and key findings arising from audit assignments completed since the last Committee meeting.	45 - 62
8.	INTERNAL AUDIT PLANNING 2018/19 The Head of Internal Audit to advise the Committee on the proposed approach to development of the 2018/19 Audit Plan and consult Members on risk areas for consideration.	63 - 66
9.	COUNTER FRAUD ASSESSMENT AND ACTION PLAN The Head of Internal Audit to submit a report advising the Committee of the outcomes of an assessment of this Council's Counter Fraud arrangements and the development of the Counter Fraud Action Plan.	67 - 76
10.	ANNUAL REPORT ON EQUALITY AND DIVERSITY The Corporate Director to submit a report to update the Committee on the progress made by this 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 and deliver services which are accessible and meet the needs of Melton residents.	77 - 82

11.	<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>	83 - 86
12.	<p>CONSTITUTION UPDATE 2017/18 The Monitoring Officer to submit a report to enable the Committee to consider new items or changes to the Council's Constitution for onward referral to the Council for adoption and incorporation into the Council's Constitution.</p>	87 - 100
13.	<p>URGENT BUSINESS To consider any other items that the Chair considers urgent.</p>	