

Agenda



Rural Capital of Food

Meeting name	Governance Committee
Date	Tuesday, 6 February 2018
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, 29 January 2018

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the meeting held on 21 November 2017.	1 - 10
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	11 - 12
4.	<p>RECOMMENDATIONS FROM OTHER COMMITTEES Governance Committee to consider the following recommendation(s) for approval:-</p> <p><u>Policy, Finance and Administration Committee: 29 November 2017: Minute P41 Statutory Officers Disciplinary Procedure</u></p> <p>RECOMMENDED that the Governance Committee recommend to Council that its substitute policy be amended to reflect the restriction on a Member of Policy, Finance and Administration Committee from being a substitute on the Appeals Committee and visa versa. And that there is a requirement for Members of the Policy, Finance and Administration Committee to undergo appropriate training prior to sitting as the Investigating and Disciplinary Committee.</p> <p>The reason for the above is to ensure that Members of the Policy, Finance and Administration Committee are not appointed to the Appeals Committee as substitutes and vice versa, so that when dealing with statutory officer disciplinary matters, Members are able to act impartially and with no previous involvement in the issue. The recommendation also ensures that Members are trained before taking part as the Investigating and Disciplinary Committee.</p> <p>Subject to approval of this item, the Constitution Update report at agenda item 8 includes the proposed amendments to the Substitute Policy for the Committee's consideration.</p>	
5.	UPDATE ON DECISIONS There are no outstanding decisions to consider at this meeting.	
6.	ANNUAL EXTERNAL AUDIT PLAN Ernst Young, the External Auditor to present the 2017/18 Audit Plan which includes an analysis of key risks, the audit strategy, reporting and timescale.	13 - 46

7.	CERTIFICATION OF CLAIMS AND RETURNS ANNUAL REPORT Ernst Young, the External Auditor to present a report which summarises the results of grant certification work undertaken for the financial year 2016/17.	47 - 58
8.	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.	59 - 76
9.	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.	77 - 80
10.	CONSTITUTION UPDATE 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.	To Follow
11.	URGENT BUSINESS To consider any other items that the Chair considers urgent.	