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GOVERNANCE COMMITTEE  
MINUTES OF THE MEETING HELD ON 28 April 2014

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Present:

Members of the Council

Furnell (Chair), Inglis, Jeffery, Keogh (Vice-Chair) and Letts

Independent Members

Mr David Blake and Mr Geoff Wilkinson

Apologies

Councillor Brian Parnell

Also in attendance:

34. **STATEMENT FROM THE CHAIR**

The Chair welcomed Councillor Jeffery who was replacing Councillor Laming for the remainder of the municipal year.

35. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

**RESOLVED** that the minutes for the Committee meeting on 3 February 2014 be approved and signed as a correct record.

36. **ANNUAL CHANGES TO THE CONSTITUTION**

The Committee considered the report of the Head of Legal and Democratic Services, seeking approval for recommendation to Council of changes to the Council's Constitution.

It was noted that paragraph 15(a) of Appendix 1 should read "Any **major** planning application will be considered by the Panel if there are five or more objections and a ward councillor wishes it to go rather than one objection as now." The Committee were concerned with this particular issue and requested that Council gave consideration as to whether the "trigger" for referral should be 5 objections **or** one ward member rather than **and** one ward member.

**RESOLVED** that, subject to updated wording for paragraph 15(a), the changes to the Council's Constitution as set out in the report be recommended to Full Council.

37. **CODE OF CORPORATE GOVERNANCE - ANNUAL REVIEW**

The Committee considered the report of Head of Legal and Democratic Services regarding changes to the Council's Code of Corporate Governance.

**RESOLVED** that the updated Code of Corporate Governance (CCG) set out in the report as Appendix 1, be noted and approved with the addition of "2013-16" against the Council Plan lines.

38. **MEMBER LEARNING AND DEVELOPMENT**

The Committee considered the report of the Head of Legal and Democratic Services seeking comments and endorsement of the Member Development Strategy.

**RESOLVED** that the Member Learning and Development Strategy be approved and the outline programme for Member Development for 2014/15 be endorsed.

39. **RISK MANAGEMENT STRATEGY 2014-15 AND ANNUAL ACTION PLAN**

The Committee considered the report of the Chief Financial Officer regarding the Risk Management Strategy 2014-15 and Annual Action Plan.

**RESOLVED:**

- (i) that the Risk Management Strategy 2014-15 as set out in Appendix 1 of the report, be noted and approved;
- (ii) that the Risk Management Action Plan for 2014-15 as set out in Appendix 2 of the report, be noted and approved; and
- (iii) that the Risk Management Actions: Status Report 2013-14 as set out in Appendix 3 of the report, be noted.

40. **INTERNAL AUDIT PROGRESS REPORT - MARCH 2014**

The Committee received and noted the report of the Chief Internal Auditor regarding internal audit progress to the period March 2014.

It was noted that a further update regarding the use of mobile phones within the Authority would be provided to members of the Committee.

41. **INTERNAL AUDIT PLAN 2014-15**

The Committee considered the report of the Chief Internal Auditor regarding the Internal Audit Annual Plan 2014-15.

**RESOLVED** that the Internal Audit Plan for 2014/15 be approved.

42. **INTERNAL AUDIT CHARTER 2014-15**

The Committee considered the report of the Chief Internal Auditor regarding Public Sector Internal Auditing Standards.

**RESOLVED** that the Internal Audit Charter 2014-15 be approved.

43. **EXTERNAL AUDIT ANNUAL PLAN - YEAR ENDING 31 MARCH 2014**

The Committee received and noted the report of the Chief Internal Auditor regarding the External Auditor's Plan for the year ending 31 March 2014.