

# DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

## GOVERNANCE AND AUDIT COMMITTEE

### MINUTES OF THE MEETING HELD ON MONDAY, 18 APRIL 2011

**Councillors Present:** Councillors Jeff Beck (Chairman), Adrian Edwards (Substitute) (In place of David Holtby), Tony Linden and Quentin Webb

**Also Present:** Andy Day (Head of Policy and Communication) and Andy Walker (Head of Finance).

**Apologies for inability to attend the meeting:** Councillors Paul Bryant, David Holtby, Julian Swift Hook and Tony Vickers.

#### PART I

##### 1. Minutes

The Minutes of the meeting held on 28 March 2011 were approved as a true and correct record and signed by the Chairman.

It was noted that the action 2 of Minute 41 had been completed since the last meeting.

##### 2. Declarations of Interest

There were no declarations of interest received.

##### 3. Amendments to Part 1, 2, 10 and 11 of the Council's Constitution (C2104)

The Committee considered a report (Agenda Item 4) concerning proposed amendments to Parts 1,2,10 and 11 of the Council's Constitution. Members were asked to review the changes proposed by the Finance and Governance Group which would in turn be referred to Full Council for approval on the 17 May 2011.

Officers informed Members that following an internal audit of the Management of the Constitution in 2010, it was noted that one of the responsibilities of the Finance and Governance Group was to have ownership of the Council's Constitution. They were in the process of reviewing all parts of the Constitution on an annual basis.

The Committee noted that since the agenda had been circulated, a number of further amendments had been suggested. These were set out in Appendix A attached to these minutes. In considering the proposed changes, the Committee also recommended the following amendments:

No	Paragraph No	Proposed Change

## GOVERNANCE AND AUDIT COMMITTEE - 18 APRIL 2011 - MINUTES

1.	1.3	To add the following words to the last line of the first paragraph of 1.3 as follows:  <i>The Standards Committee recommends appropriate training and advice on the Code of Conduct</i> ”.
2.	1.6	To change the last line of paragraph 1.6 as follows:  “and Licensing policies and applications”
3.	2.2.3	Remove reference to Select Committees.
4.	2.2.4	Remove the words “ for approval and consent” on the penultimate bullet point.
5.	2.3.4	Remove reference to Select Committees.
6.	2.5.5	Insert the word “Full” before the word Council in the first sentence.
7.	2.8.2	Reword the first line of the second paragraph to read: “No Member who sits on a Licensing Sub Committee shall be entitled to.....”
8.	10.4.1	Insert brackets around the “s” in the word Committees on the first line.
9.	10.4.4	Insert brackets around the “s” in the word Committees on the first line.
10.	11.8.1	Delete the words “(three to four year) on the second line and insert (minimum of three years).
11.	11.10.2	The words “Invest to save bids” to be lower case.
12.	11.10.3	The words “Invest to save bids” to be lower case.
13.	11.19.4	Delete the words “the post is essential” on the 5 <sup>th</sup> line and replace with “in exceptional circumstances”.
14.	11.20.1	Change the number “3” on the last line to “2” which makes the requirement to submit claims consistent with Members and Officers.
15.	11.25.3	Change the word “input” on the last line to “inputted”.
16.	11.27.1	Insert brackets around the letter “s” of the word “references” on the third line.

**GOVERNANCE AND AUDIT COMMITTEE - 18 APRIL 2011 - MINUTES**

**RESOLVED** that the proposed amendments to Parts 1, 2, 10 and 11 of the Council's Constitution as set out above and in Appendix A be recommended to Council for approval.

*(The meeting commenced at 6.00pm and closed at 6.45pm)*

**CHAIRMAN** .....

**Date of Signature** .....