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**GOVERNANCE COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2018**

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Present: Councillors Keogh (Chair), Fielker, Harwood, Kataria, Noon, Parnell and White

20. **APOLOGIES AND CHANGES IN MEMBERSHIP**

The Committee noted the resignation of Councillor Whitbread and the appointment of Councillor Fielker in place thereof in accordance with the provisions of Council Procedure Rule 4.3.

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

**RESOLVED:** that the minutes for the Committee meeting on 30<sup>th</sup> July 2018 be approved and signed as a correct record.

22. **APPOINTMENT OF VICE-CHAIR**

Councillor Kataria was appointed as Vice-Chair for the remainder of the Municipal Year.

23. **ANNUAL REPORT ON THE MEMBERS CODE OF CONDUCT**

The Committee received and noted the report of the Director of Legal and Governance and the Monitoring Officer detailing the Members' Code of Conduct Annual Report 2017/18.

24. **SOCIAL MEDIA POLICY FOR MEMBERS**

The Committee considered the report of the Director of Legal and Governance recommending the adoption of a Social Media Policy for Members in order to encourage and promote sharing of information in line with popular and emerging channels of communication with the public whilst ensuring that all relevant legal, conduct and reputational requirements and conventions were met.

**RESOLVED:** that the proposed Social Media Policy for Members be recommended to Full Council at its meeting on 19<sup>th</sup> September 2018 for approval and inclusion in the Council's Constitution.

25. **RISK MANAGEMENT ACTION PLAN 2018-19 : STATUS REPORT**

The Committee received and noted the report of the Chief Finance Officer detailing the status of the Risk Management Action Plan 2018-19.

The Committee referred to any emerging risk from the decision for the Council to withdraw from the Capita Contract and noted that they would be kept informed of any potential risks via email outside of the meeting.

26. **INTERNAL AUDIT PROGRESS REPORT 2018-19**

The Committee received and noted the report of the Chief Internal Auditor detailing the Internal Audit Progress Report 2018-19.

The Committee particularly noted the audit that had taken place relating to Procurement Compliance and Payables which had been given No Assurance. The Committee noted that there was an appropriate framework in place which was law compliant however there were specific areas of compliance that were not being dealt with which required attention by Management. To that end the Committee noted that Management had welcomed the audit and the need for improvements accepted, additions had been made to the strategic risk register and disciplinary processes were a potential consequence of non-compliance and the service were returning to the Council from Capita albeit there would be no changes in policies or the framework that was in place.

27. **QUARTERLY HR STATISTICS**

The Committee received and noted the report of the Service Director Human Resources and Organisational Development detailing Quarter 1 2018-19 HR Statistics.

The Committee requested that Staff Sickness be incorporated in the forthcoming Quarter Stats.