

SUMMONS TO ATTEND THE ANNUAL MEETING OF THE
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 26 MAY 2015
Location Council Chamber, Council Offices, Coalville
Officer to contact Democratic Services (01530 454512)

Christine E. Fisher

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Chief Executive

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item	Pages
PRAYERS	
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Members are reminded that any declaration of interest should be made having regard to the code of conduct. In particular, members must make clear the nature of the interest and whether it is 'pecuniary' or 'non pecuniary'.	
3. APPOINTMENT OF CHAIRMAN	
To appoint the Chairman of the Council for the ensuing municipal year.	
4. APPOINTMENT OF DEPUTY CHAIRMAN	
To appoint the Deputy Chairman of the Council for the ensuing municipal year.	



Item	Pages
5. APPOINTMENT OF LEADER	
To appoint the Leader of the Council for the ensuing municipal year.	
6. CHAIRMAN'S ANNOUNCEMENTS	
7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS	
Members are reminded that under paragraph 11.1 of part 4 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
8. QUESTION AND ANSWER SESSION	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
9. QUESTIONS FROM COUNCILLORS	
To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
10. MOTIONS	
To consider any motions on notice under procedure rule no. 12.	
11. PETITIONS	
To receive petitions in accordance with the Council's Petition Scheme.	
12. MINUTES	
To confirm the minutes of the meeting of the Council held on 24 March 2015.	3 - 12
13. APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN	
Report of the Head of Legal and Support Services Presented by the Chairman of the Council	13 - 18
14. APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES	
Report of the Head of Legal and Support Services Presented by the Chairman of the Council	19 - 24
15. SCHEDULE OF MEETINGS	
Report of the Head of Legal and Support Services Presented by the Chairman of the Council	25 - 28
16. MEMBER CONDUCT ANNUAL REPORT 2014/15	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	29 - 36

MINUTES of a meeting of the COUNCIL held in the Council Chamber, Council Offices, Coalville on TUESDAY, 24 MARCH 2015

Present: Councillor G A Allman (Chairman)

Councillors R Adams, R D Bayliss, R Blunt, N Clarke, J Cotterill, J G Coxon, D Everitt, J Geary, T Gillard, J Houlst, P Hyde, R Johnson, G Jones, C Large, J Legrys, L Massey, C Meynell, T Neilson, T J Pendleton, V Richichi, J Ruff, N J Rushton, A C Saffell, S Sheahan, N Smith, A V Smith MBE, M Specht, D J Stevenson, R Woodward and M B Wyatt

Officers: Mr S Bambrick, Mr R Bowmer, Ms C E Fisher, Mr G Jones, Mrs M Meredith, Mrs M Phillips and Miss E Warhurst

Guests: Dr A Higson (Chairman of the Independent Remuneration Panel)

61. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bridges, J Bridges, P Clayfield, R Holland, D Howe and L Spence.

62. DECLARATION OF INTERESTS

Councillor M B Wyatt declared a non-pecuniary interest in item 9 – Proposed Council Delivery Plan 2015/16, on any matters relating to Coalville as a local business owner.

Councillor J Legrys declared a non-pecuniary interest in item 9 – Proposed Council Delivery Plan 2015/16, on any matters relating to Coalville as a volunteer at Hermitage FM.

Councillor S Sheahan declared a non-pecuniary interest in item 10 – Minutes of Local Plan Advisory Committee, as a member of the Local Plan Advisory Committee.

63. CHAIRMAN'S ANNOUNCEMENTS

With great sadness, the Chairman announced the recent passing of Councillor D De Lacy. A one minute's silence was observed in remembrance of Councillor D De Lacy.

Councillor T Neilson spoke in memory of Councillor D De Lacy. He remembered him as a good friend, a huge source of inspiration and a tireless campaigner with a true moral compass. He stated that the work that he had done would continue.

Councillor J Ruff spoke in memory of Councillor D De Lacy. She spoke of his gift of speaking up for ordinary citizens, his passion for local issues and his effusive speeches in the Chamber. She stated that he was a giant of a character and this was a great loss.

Councillor S Sheahan spoke in memory of Councillor D De Lacy. He spoke of his natural ability and his tenacity in campaigning. He stated that his legacy was not simply about the battles that he fought, but the people and principles he fought for.

Councillor T J Pendleton spoke in memory of Councillor D De Lacy. He spoke of his drive for fairness, his liking of factual analysis and his quiet, firm and determined style. He commented that when Councillor D De Lacy spoke, you knew you had to be on top of your game, and the Council Chamber would miss him very much.

Councillor J Legrys spoke in memory of Councillor D De Lacy. He spoke of his tireless campaigning and his ability to put across a straightforward argument. He stated that in his

opinion this was Councillor D De Lacy's election and he would be working extra hard to ensure his policies lived on.

Councillor N Clarke spoke in memory of Councillor D De Lacy. He referred to his speaking and mediation skills, and his ability to ensure that common sense prevailed in a debate. He stated that he would be much missed and had contributed a great deal in the short time he had been a Councillor.

Councillor R Blunt spoke in memory of Councillor D De Lacy. He stated that he was the best of old Labour and would be missed by all members.

Councillor V Richichi spoke in memory of Councillor D De Lacy. He spoke of the times they had worked together and stated that he was an incredibly honourable man who would be missed.

The Chairman thanked the Councillors and officers who had supported him, and particularly his family, during his convalescence.

The Chairman announced that the Ashby 20 mile road race had taken place on Sunday, 22 March. There were 1200 participants and the event was well attended by onlookers.

The Chairman stated that the King Richard III exhibition was proving to be a worldwide success. He was truly honoured to be attending the reinterment service on behalf of the Council on Thursday, 26 March.

The Chairman announced that his civic dinner would take place on Thursday, 23 April, and over 100 tickets had already been sold. He encouraged members to attend.

64. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

Councillor R Blunt updated members on the rail study that was being jointly commissioned with Leicestershire County Council. He advised that the study would consider the potential economic and transport benefits of a passenger service linking Burton, Ashby de la Zouch, Coalville and Leicester to London. He stated that this was a small scale study but would hopefully provide evidence of whether there was a case to lobby for such a rail link. He advised that the study was expected to be completed by summer 2015.

Councillor S Sheahan commented that reappraisal was interesting. He referred to the petition in 2007 which had requested a study, which had been undertaken. He stated that the study previously undertaken had totally ignored the issue of congestion, which would need consideration. He reminded members that Leicestershire County Council would also need to subsidise the line until it was on its feet. He commented that unless this was acknowledged, no one would believe the line was viable. He asked whether Leicestershire County Council would put their hands in their pockets and fund the line properly.

Councillor R Blunt stated that he did not wish to comment on behalf of Leicestershire County Council.

Councillor T J Pendleton referred to the renaming of the A453 to Remembrance Way. He stated that he was privileged to represent the Council and his ward and assist with the publicity to bring this about.

Councillor T J Pendleton gave an update on the Community Safety Partnership. He announced that £2,500 had been donated this year to allow schools to provide free transport to pupils, and to enable pupils to attend Warning Zone safety training. He commented that he believed in ensuring that pupils were equipped to deal with the issues

explored at Warning Zone and every child in Leicestershire had been supported to experience this over the last year.

Councillor J Legrys welcomed the name of Remembrance Way as he felt it was far more appropriate. He was also aware that people had requested the planting of poppy seeds, and that this was now going ahead. He hoped that efforts would not be needed to clear litter along the route as had been necessary along the A42.

Councillor J Legrys welcomed the efforts in respect of safeguarding children, however he felt that £2,500 was not enough and he remained critical of the continuing silo working that was taking place. He commented that much more effort needed to be put into breaking down silos to ensure that children were treated as children. He added that this was an issue he felt passionate about. He commended the work being done on safeguarding, however he felt that more effort was needed to break down barriers.

Councillor R D Bayliss gave an update on the Decent Homes Improvement Programme. He advised that 97% of respondents to the survey undertaken were satisfied or very satisfied with the outcome of the works. He felt that the Council could take pride in the outcome, as the Housing Revenue Account and the housing policies had been put in order. He commended the senior management team and particularly the staff in the Housing team. He stated that the Decent Homes Improvement Programme would continue and this would involve a £5.3 million investment in the next year from the Council's own resources in addition to the revenue works undertaken by the Council. He stated that the Council would be entering the new year and the new Council with decent homes, more affordable homes, and those homes being occupied by families with secure tenancies. He added that this was something to be proud of and the future could be approached with relish.

Councillor J Ruff welcomed any investment in housing, however she felt assessments needed to improve as repeat visits wasted money. She added that she had received numerous complaints about the standard of works undertaken by contractors, and this also needed to improve. She stated that perhaps the works should have commenced sooner as there were tenants who had refused the work which could have been completed under the Decent Homes Improvement Programme.

Councillor R D Bayliss stated that he was fully aware of the number of complaints received. He added that realistically, the works were going to cause disruption and discomfort for tenants whilst they were ongoing, which would cause complaints. He added that some homes had had no improvement works undertaken in 40 years. He acknowledged that there had been failures in the performance of contractors, and they had been taken to task and made to improve. He advised that the option of moving people out of their homes whilst the works was undertaken had been available from the beginning; however there had been a lack of enthusiasm for this option. In terms of incentives, he commented that he would have considered a new kitchen and bathroom to be incentive enough. He stated that he was glad the opposition members welcomed the works and that tenants' lives were being improved.

65. QUESTION AND ANSWER SESSION

There were no questions received.

66. QUESTIONS FROM COUNCILLORS

Councillor J Geary put the following question to Councillor R D Bayliss:

“When the right to buy scheme was re-launched by David Cameron in 2012, Grant Schapps promised that “every additional home that is sold under right to buy will be replaced by a new affordable home on a one-to-one basis”.

However, to date the actual replacement figure is only one in 10. Therefore could you please provide figures for new affordable/social homes built in our district compared to those that have been sold over the same period and at what current price would a two bedroom house be considered affordable?”

Councillor R D Bayliss gave the following response:

“Under the Governments one for one replacement scheme we have been able to retain £122k of right to buy receipts for 2013/14, and £46k of receipts up to the end of Quarter 3 this financial year. These funds need to be spent on replacement homes before 1 August 2017, and have been included in our capital programme for 2015/16, together with our own resources as required by the scheme.

The figures below represent the number of homes sold under the right to buy scheme and the number of new build affordable homes (rented and low cost home ownership) delivered by housing associations each year.

2011/12 - 2 sold under the right to buy and 58 new affordable homes provided.
 2012/13 - 15 sold under the right to buy and 86 new affordable homes provided.
 2013/14 - 36 sold under the right to buy and 156 new affordable homes provided.
 2014/15 (to end Dec) – 17 sold under the right to buy and 93 new affordable homes provided.

The current average price of a 2 bedroom house within NWL is £123,800. However, there will be variances between settlements e.g. Ashby prices are higher than Coalville.

The cost of buying an average 2 bed property in North West Leicestershire (District) with an 85% mortgage is currently £113 per week assuming a 2.89% mortgage rate.
 (Source - Hometrack Housing Intelligence system 12 March 2015)

Of the last 100 housing association lettings in the district, average affordable weekly rents (i.e. 80% of the market rent) have been £83.88 for a 1 bed, £90.17 for a 2 bed and £104.34 for a 3 bed. Of the last 100 lettings by NWLDC, average weekly rents have been £78.53 for a 1 bed, £88.75 for a 2 bed and £94.76 for a 3 bed”.

Councillor J Geary thanked Councillor R D Bayliss for a full and substantial reply. He stated that he had realised how many council houses had been sold in the last two decades, particularly in villages. He referred to a recent article in the press about replacement rates of council houses, which had prompted his question; however he noted that since 2011, 70 council houses had been sold, and had been replaced by 393, which was an outstanding performance. He questioned whether the replacement council houses were like for like, and whether homes in rural communities had also been replaced. He expressed the importance of families being able to stay together. As a supplementary question, he requested a full report to the next Policy Development Group to enable the figures to be fully scrutinised.

Councillor R D Bayliss stated that there was a complicated formula which determined the replacement ratio. He reminded members that housing capital had been set aside to build new council houses, and together with the retentions from the right to buy scheme, this

would fund a programme which would be reported to Cabinet in early summer. He stated that there were many options for the provision of social housing, and all would be considered. He commented that building stable societies would help keep families together, but of course requirements had changed and there was not the same demand now for larger houses. He added that this was an issue which needed proper investigation.

Councillor J Ruff put the following question to Councillor R D Bayliss:

“Can the portfolio holder please explain the procedure for residents enquiring about adaptations and the information that is given to residents when coming into the council or ringing?”

Is it correct that the council are deliberately avoiding adaptations to certain properties and if so why?”

Councillor R D Bayliss gave the following response:

“All applications by tenants to have their homes adapted to meet their individual or household medical needs are assessed by the County Council's Occupational Therapy Team.

Tenants have to apply to be assessed directly to the County Council, but if they approach the Council (NWLDC) in the first instance, they are signposted accordingly.

Once an application has been submitted to the County, an Occupational Therapist will undertake a home visit and assess the current and future needs of the tenant and/or their household, and where applicable make a recommendation for an adaptation to the Council (NWLDC).

These referrals are given an urgent or routine priority by the OT based on the medical merits of each case.

Upon receipt by the Council's Planned Investment Team each referral is then assessed from a housing perspective, within the Council's policy that was most recently revised and approved by Cabinet on 18 November 2014.

On occasion referrals/applications may not be progressed, with an alternative solution put forward to the applicant. Where this applies, it will usually be for one of three reasons:

- because we already have suitably adapted properties within our housing stock that meet the applicants needs and the cost of adapting another similar property cannot be justified; or because the tenants housing need is not appropriate for the property they are currently occupying e.g. an elderly single occupant of a three bedroom house;
- because the adaptation requested is not appropriate e.g. a level access shower to a first floor flat (in such a situation, this implies a stairlift will also be required at some point, and the most appropriate solution to meet the applicant's needs would be for them to move to an existing adapted, ground floor property);
- because the request was cancelled by Social Services due to, bereavement, going into residential care etc;

During the current financial year we have received 164 referrals by the County Council's OT Service of which 126 have been approved for adaptation works and 38 have not been progressed.

Of the 38 referrals that have not been progressed, the breakdown based on the three reasons highlighted above is 22, 5 and 11 respectively”.

As a supplementary question, Councillor J Ruff asked if Councillor R D Bayliss could guarantee that in future, residents would definitely be signposted to the occupational therapy team at Leicestershire County Council. She also requested a full report on the present situation in respect of adaptations at the next Policy Development Group, as she understood these were 6 months behind schedule.

Councillor R D Bayliss responded that all requests for adaptations were not able to be dealt with unless they were referred via the occupational therapy team.

67. PETITIONS

No petitions were received.

68. MINUTES

Consideration was given to the minutes of the meeting held on 24 February 2015.

It was moved by Councillor T Gillard, seconded by Councillor R Blunt and

RESOLVED THAT:

The minutes of the meeting held on 24 February 2015 be approved and signed by the Chairman as a correct record.

69. PROPOSED COUNCIL DELIVERY PLAN 2015/16

Councillor R Blunt presented the report to members, highlighting the Council's priorities and particularly the investment in Coalville. He hoped that the Delivery Plan would be unanimously supported.

Councillor T Neilson commented that this was the same document as last year, which did not give a great impression of moving forwards. He added that he found it shocking that there was no mention of the loss of the museum in the town. He congratulated staff who had been doing a marvellous job and commended in particular the progress made by the customer services team on the ICE programme. He felt that the Council Delivery Plan was not ambitious enough, and to suggest that the regeneration of Coalville had been a great success was an attempt to pull the wool over people's eyes.

Councillor M Specht referred to the Green Footprints programme and thanked officers, especially the Chief Executive, for the excellent event at the Radisson Blu hotel. He added that a number of volunteers had said that the event had made them feel valued.

Councillor J Legrys referred to the hundreds of volunteer litter pickers and felt that they needed to be given more assistance. He added that more work needed to be done to educate people to stop littering. He stated that the Council Delivery Plan was grossly unambitious and there was no mention of the loss of Snibston Discovery Museum.

Councillor D J Stevenson took exception to the inference that it was youngsters who threw litter. He added that until people started reporting littering, the problem would never be solved. He commented on the limited availability of the facilities at Coalville Market as they were constantly out of order.

Councillor D Everitt supported the comments made by Councillor D J Stevenson and added that closing toilets was a retrograde step.

Councillor N J Rushton commented that the priorities were not unambitious, as tough decisions had been necessary, and the long term economic plan was in line with that of the government. He added that you could only spend what was available, and in his view the Council was doing the best it could for the residents of the district. He commented that Council Tax had been frozen for the past 6 years, and this would continue for as long as possible. He added that front line services had been protected, and every council property had been renovated. He stated that North West Leicestershire had one of the fastest growing economies in the country, and the lowest unemployment rate in the county, and he felt it was disrespectful to say this was unambitious.

It was moved by Councillor R Blunt, seconded by Councillor N J Rushton and

RESOLVED THAT:

- a) The proposed Council Delivery Plan 2015/16 be approved.
- b) The Chief Executive, in consultation with the Leader of the Council, be authorised to make any final technical amendments to the plan prior to publication.

70. MINUTES OF LOCAL PLAN ADVISORY COMMITTEE

Councillor T J Pendleton presented the report to members, highlighting the progress made to date and the next steps.

Councillor T Neilson commended the work being undertaken by the Local Plan Advisory Committee.

Councillor J Legrys thanked Councillor C Large for stepping in and chairing the last meeting of the Local Plan Advisory Committee, which had been very rewarding. He stated that he was disappointed that the minutes of the March meeting had not been included in the report, however he was aware that they had not yet been formally agreed. He expressed concerns regarding the wording of recommendation 3. He felt that work needed to be done to encourage more neighbourhood plans to come forward.

Councillor S Sheahan stated that the limits to development had absolutely no credibility as far as parish councils were concerned, as applications outside of them continued to be permitted.

Councillor C Large took the opportunity to say that the Local Plan Advisory Committee was an excellent example of both sides working together. She thanked the members of the group.

Councillor T J Pendleton acknowledged that there were currently only 2 neighbourhood plans in existence, however he commented that the legislation was still quite new. He stated that parish councils had the opportunity to recommend alternatives in respect of the limits to development, and the Local Plan Advisory Committee would have the opportunity to deliberate on any modifications. He explained that the limits to development were not totally binding, but would have more and more validity in planning parlance as the Local Plan reached the emerging stage. He added that the Planning Committee was apolitical, and the sooner the Local Plan could be put in place, the better.

It was moved by Councillor T J Pendleton, seconded by Councillor C Large and

RESOLVED THAT:

- a) The minutes of the Local Plan Advisory Committee of 9 September 2014, 15 October 2015, 21 November 2014 and 17 February 2015 be received.
- b) It be agreed that the new Local Plan has a plan period of 2011-2031 as recommended by the Advisory Committee.
- c) The agreement of the Advisory Committee to define limits to development for those settlements listed at paragraph 2.9 of this report be noted.
- d) The views of the Advisory Committee be noted in respect of the suggested limits to development and town centre boundaries as set out at paragraph 5.6 of this report.

71. PAY POLICY STATEMENT 2015/16

Councillor R Blunt presented the report to members.

Councillor T Neilson thanked the administration for introducing the living wage. He commented that there were still many people undertaking work via an agency or as a contractor who had not benefitted from this.

Councillor J Ruff stated that statistics showed that nearly a quarter of employees in North West Leicestershire earned less than the minimum wage, particularly women in part time work. She commented that more people might be employed, but it would not help the economy if 45% of those employees were women in part time jobs.

It was moved by Councillor R Blunt, seconded by Councillor N J Rushton and

RESOLVED THAT:

The Council's Pay Policy Statement 2015/16 be approved.

72. INDEPENDENT REMUNERATION PANEL - PROTOCOL

Councillor N J Rushton presented the report to members and invited Dr A Higson, Chairman of the Independent Remuneration Panel, to address the Committee.

Dr A Higson gave an update on the work of the Independent Remuneration Panel which had been meeting recently to review processes, receive updates and consider benchmarking data. He added that the panel would meet in July to consider any post-election implications. He advised that the protocol had been updated to include a requirement for panel members to reside within the district, and therefore he would not be putting himself forward for reappointment once his term of office had expired. He added that the Panel had also considered the number of members required following a vacancy, and it was considered that four panel members would be sufficient considering the cost of recruitment, and as such it was recommended that in the case of a tied vote, the Chairman of the panel should have a casting vote. He asked members to consider the revised protocol. He thanked the officers for their assistance with the work of the panel.

Councillor J Geary stated that with a degree of reluctance he was unable to support the recommendations as he felt that a decrease in the number of panel members, as this was reducing the democratic process. He commented that he appreciated the fact that the Council had to be run as a business, however he felt this was a step too far. He stated that he had been a member when the committee system was in place, and every member

had a role. He commented that now the Cabinet had been reduced and there was no effective scrutiny, and he felt someone should make a stand.

Councillor N J Rushton reminded members that the request to reduce the panel members had originated from the panel itself. He added that there were no elected members on the panel, which was completely independent, so it was not valid to argue that this was reducing the democratic process. He commented that if there was no effective scrutiny, this was due to the opposition. He thanked Dr A Higson and the panel members for their work.

It was moved by Councillor N J Rushton, seconded by Councillor D J Stevenson and

RESOLVED THAT:

- a) The ongoing work of the Independent Remuneration Panel be acknowledged.
- b) The reduction in membership of the Independent Remuneration Panel from five members to four be approved.
- c) The protocol setting out the consequential amended Terms of Reference of the Independent Remuneration Panel be approved.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.05 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL - 26 MAY 2015

Title of report	APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN
Contact	Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk
Purpose of report	To appoint the Committees and Groups of the Council and members to serve thereon and also to elect the chairmen and deputy chairmen.
Council's Priorities	Value for Money.
Implications:	
Financial/staff	None.
Link to relevant Corporate Action Team	None.
Risk management	None.
Equalities Impact Assessment	Not applicable.
Human rights	None.
Transformational Government	None.
Comments of the Head of Paid Service	The report is satisfactory.
Comments of the Section 151 Officer	The report is satisfactory.
Comments of the Monitoring Officer	The report is satisfactory.
Consultees	Leaders of Political Groups.
Background papers	The Council's Constitution
Recommendations	(A) TO MAKE THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 OF THE REPORT. (B) THAT CHAIRMEN AND DEPUTY CHAIRMEN BE APPOINTED FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 2.1 OF THE REPORT.

1.0 APPOINTMENT TO COMMITTEES AND GROUPS

1.1 In accordance with the Constitution Members must, at the Council's Annual Meeting, receive nominations of Councillors to serve on each board or committee and appoint to those boards or committees.

1.2 The Committees and Groups include:

- Appointments Committee (*4 Members plus appropriate Portfolio Holder*)
- Audit and Governance Committee (*10 Members*)
- Electoral Review Working Party (*5 Members*)
- Employee Joint Consultative Committee (*6 Members*)
- Investigatory Committee (*3 Members*)
- Licensing Committee (*17 Members*)
- Local Plan Advisory Committee (*7 Members*)
- Planning Committee (*17 Members*)
- Policy Development Group (*10 Members*)

2.0 POLITICAL BALANCE REQUIREMENTS

2.1 In determining the membership of Committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on Committees and Sub-Committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. The allocation of seats on ordinary committees must be the same proportion as the number of members of the Authority as a whole. The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect so far as is reasonably practicable to the following four principles:-

- (i) all the seats are not allocated to the same political group;
- (ii) the majority of the seats go to the political group in the majority on the full Council;
- (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Authority are allocated to each political group in the same proportion as the group's representation on the full Council; and
- (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.

3.0 APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN

3.1 Members are asked to appoint the Chairmen and Deputy Chairman to the following:

- Audit and Governance Committee
- Licensing Committee
- Planning Committee
- Policy Development Group

4.0 NOMINATIONS

4.1 Nominations for the seats on the above committees and groups will be circulated at the meeting.

NOMINATIONS FOR COMMITTEES AND GROUPS

APPOINTMENTS COMMITTEE (5 members)

Appointments for 2014/15	Nominees for 2015/16
<p>Chairman: Councillor R Blunt Deputy Chairman: Councillor A V Smith</p> <p>Councillor J Legrys Councillor R Woodward Appropriate Portfolio Holder</p>	
<p>Substitutes: Councillors R D Bayliss, T Neilson, T J Pendleton, N J Rushton and S D Sheahan</p>	

AUDIT AND GOVERNANCE COMMITTEE (10 members)

Appointments for 2014/15	Nominees for 2015/16
<p>Chairman: Councillor T Neilson Deputy Chairman: Councillor J Cotterill</p> <p>Councillor A Bridges Councillor D De Lacy Councillor D Everitt Councillor D Howe Councillor G Jones Councillor C Large Councillor A C Saffell Councillor N Smith</p>	

COALVILLE SPECIAL EXPENSES WORKING PARTY

Appointments for 2014/15	Nominees for 2015/16
<p>Councillor R Adams – Greenhill Ward Councillor N Clarke – Greenhill Ward Councillor P Clayfield – Coalville Ward Councillor D Everitt – Thringstone Ward Councillor J Geary – Snibston Ward Councillor R Johnson – Snibston Ward Councillor J Legrys – Coalville Ward Councillor M Specht – Bardon Ward Councillor L Spence – Thringstone Ward Councillor M B Wyatt – Greenhill Ward</p>	<p>Ward members for Bardon, Broom Leys, Castle Rock, Coalville East, Coalville West, Greenhill, Snibston North, Snibston South and Thringstone.</p>

ELECTORAL REVIEW WORKING PARTY (5 members)

Appointments for 2014/15	Nominees for 2015/16
Councillor R Blunt Councillor J Legrys Councillor N J Rushton Councillor A V Smith Councillor L Spence	

EMPLOYEE JOINT CONSULTATIVE COMMITTEE (6 members)

Appointments for 2014/15	Nominees for 2015/16
Councillor R Adams Councillor A Bridges Councillor J Cotterill Councillor D De Lacy Councillor D Howe Councillor C Large	
Substitutes: Councillors J Bridges, N Clarke, T Gillard & R Johnson	

INVESTIGATORY COMMITTEE (3 members)

Appointments for 2014/15	Nominees for 2015/16
Councillor R Blunt Councillor A V Smith Councillor L Spence	
Substitutes: Councillors R D Bayliss, J Legrys & T J Pendleton	

LICENSING COMMITTEE (17 members)

Appointments for 2014/15	Nominees for 2015/16
<p>Chairman: Councillor N Smith Deputy Chairman: Councillor J Coxon</p> <p>Councillor R Adams Councillor G A Allman Councillor A Bridges Councillor J Cotterill Councillor D Everitt Councillor J Geary Councillor P Hyde Councillor G Jones Councillor C Large Councillor L Massey Councillor T Neilson Councillor V Richichi Councillor J Ruff Councillor M Specht Councillor M B Wyatt</p>	
<p>Substitutes: Councillors J Bridges, D De Lacy, R Holland, J Hault, D Howe & L Spence</p>	

LOCAL PLAN ADVISORY COMMITTEE (7 members)

Appointments for 2014/15	Nominees for 2015/16
<p>Councillor R D Bayliss Councillor J Bridges Councillor D De Lacy Councillor C Large Councillor J Legrys Councillor V Richichi Councillor S Sheahan</p>	
<p>Substitutes: Councillors R Adams, A Bridges, A V Smith & R Woodward</p>	

PLANNING COMMITTEE (17 members)

Appointments for 2014/15	Nominees for 2015/16
<p>Chairman: Councillor D J Stevenson Deputy Chairman: Councillor J Bridges</p> <p>Councillor R Adams Councillor G A Allman Councillor J Coxon Councillor D Everitt Councillor T Gillard Councillor J Hout Councillor D Howe Councillor R Johnson Councillor G Jones Councillor J Legrys Councillor T Neilson Councillor N Smith Councillor M Specht Councillor R Woodward Councillor M B Wyatt</p>	
<p>Substitutes: Councillors A Bridges, N Clarke, J Cotterill, V Richichi, S Sheahan & L Spence</p>	

POLICY DEVELOPMENT GROUP (10 members)

Appointments for 2014/15	Nominees for 2015/16
<p>Chairman: Councillor J Coxon Deputy Chairman: Councillor M Specht</p> <p>Councillor N Clarke Councillor J Cotterill Councillor D Everitt Councillor J Geary Councillor V Richichi Councillor A C Saffell Councillor S Sheahan Councillor N Smith</p>	
<p>Substitutes: Councillors R Adams, G A Allman, D Howe & C Large</p>	

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL – 26 MAY 2015

Title of report	APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES
Contact	Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk
Purpose of report	To approve the nominations for representatives on community bodies for 2015/16.
Council's Priorities	Homes and Communities Value for Money
Implications:	
Financial/staff	None.
Link to relevant Corporate Action Team	Links to all Corporate Action Teams.
Risk management	None.
Human rights	None.
Transformational Government	None.
Comments of the Head of Paid Service	The report is satisfactory.
Comments of the Section 151 Officer	The report is satisfactory.
Comments of the Deputy Monitoring Officer	The report is satisfactory.
Consultees	Political Group Leaders.
Background papers	Correspondence from Community Bodies requesting nominations held in Room 122 (Democratic Services).
Recommendations	THAT REPRESENTATIVES BE APPOINTED TO SERVE ON THE COMMUNITY BODIES LISTED AT APPENDIX 1

1.0 COMMUNITY BODIES

- 1.1 Attached at Appendix 1 is the table of community bodies, which has been previously circulated to Political Group Leaders. A review of the community bodies was undertaken in December 2014. Two community bodies which no longer operate or no longer require a representative have been removed from the table (Creative Leicestershire Partnership and Leicestershire's Environment Board). Three further requests for representation have been received and these community bodies have been included in the table (Ibstock Brick Liaison Committee, Moira Furnace Museum Trust and University of Leicester Court).
- 1.2 Members are asked to appoint to the community bodies for the 2015/16 municipal year. Members are reminded that any community bodies they are appointed to by Council need to be recorded on their register of interests. The requisite form will be circulated to members following the meeting.

2.0 NOMINATIONS

- 2.1 Nominations to the community bodies will be circulated at the meeting.

APPENDIX 1

APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES 2015/16

Body	Appointments for 2014/15	Nominees for 2015/16
Ashby Town Team (1 seat)	Councillor G Allman	
Bardon Hill Quarries Liaison Committee (2 seats)	Councillors R Adams and N Clarke	
Breedon Quarry Liaison Committee (3 seats)	Councillors R Holland (as Valley ward member), N Rushton (as Breedon ward member) and D J Stevenson (as Valley ward member)	
CCTV Operations Management Group (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
Cliffe Hill Quarry Liaison Committee (1 seat)	Councillor V Richichi	
Coalville and District Town Twinning Association (2 seats)	Councillors P Clayfield and M Specht	
Coalville and District Voluntary Relief in Sickness Fund (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
Disability Action Group (6 seats)	Councillors G A Allman, P Clayfield, L Massey, V Richichi, J Ruff and M Specht	
Donington Park Consultative Forum (6 seats)	Councillors C Large (as Castle Donington ward member), C Meynell (as Castle Donington ward member), T J Pendleton (as Kegworth & Whatton ward member), N Rushton (as Breedon ward member), A C Saffell (as Castle Donington ward member) and A V Smith (as Kegworth & Whatton ward member)	
East Midlands Airport Independent Consultative Committee (1 seat & 1 substitute)	Councillor D J Stevenson (as Chair of Planning Committee) (sub J Bridges (as Deputy Chair of Planning Committee)	
East Midlands Airport Liaison Panel (6 seats)	Councillors C Large (as Castle Donington ward member), C Meynell (as Castle Donington ward member), T J Pendleton (as Kegworth & Whatton ward member), N Rushton (as Breedon ward member), A C Saffell (as Castle Donington ward member) and A V Smith (as Kegworth & Whatton ward member)	

Body	Appointments for 2014/15	Nominees for 2015/16
East Midlands Distribution Park Liaison Committee (4 seats)	Councillors C Large (as Castle Donington Ward Member), C Meynell (as Castle Donington Ward Member), N Rushton (as Breedon ward member) and A C Saffell (as Castle Donington ward member)	
Former Lount Landfill Site Liaison Committee (2 seats)	Councillors T Neilson and D J Stevenson	
Grace Dieu Priory Trust (2 seats)	Councillors D Everitt and L Spence	
Highways Forum (8 seats & 8 substitutes)	Councillors R Adams (sub J Legrys), J Cotterill (sub C Meynell), D De Lacy (sub J Geary), D Howe (sub T Neilson), C Large (sub J Bridges), A C Saffell (sub A V Smith), N Smith (sub A Bridges) and M Specht (sub V Richichi)	
Home Start - North West Leicestershire (1 seat)	Councillor R Bayliss (as relevant Portfolio Holder)	
Hood Park / Ivanhoe Steering Committee (1 seat)	Councillor J Coxon	
Ibstock Brick Liaison Committee (1 seat) (New request for representation)	None	
Leicester, Leicestershire and Rutland Police and Crime Panel (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
Leicestershire and Rutland Heritage Forum (1 seat)	Councillor M Specht	
Local Government Association – General Assembly (1 seat)	Councillor R Blunt (as Leader of the Council)	
Mantle Community Arts (2 seats)	Councillors P Clayfield and A V Smith (as relevant Portfolio Holder)	
Minorca Surface Mine Site Liaison Committee (2 seats)	Councillors G Jones and T Neilson	
Moira Furnace Museum Trust (1 seat) (New request for representation)	None	
The National Forest Charitable Trust (1 seat)	Councillor N Smith and Chief Executive (ex-officio)	
New Albion Revised Liaison Committee (1 seat)	Councillor P Hyde	

Body	Appointments for 2014/15	Nominees for 2015/16
North West Leicestershire Hackney Carriage and Private Hire Taxi Licensing Forum (3 seats)	Councillors J Coxon (as Deputy Chairman of Licensing Committee), P Hyde and N Smith (as Chairman of Licensing Committee)	
North West Leicestershire Staying Healthy Partnership (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
North West Leicestershire Tourism Promotions Board (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
Owen Street Recreation Ground Pavilion Management Committee (3 seats)	Councillors J Geary, R Johnson and J Legrys	
Ravenstone Hospital Charity (2 seats)	Councillors A V Smith and N Smith	
Redbank Manufacturing Liaison Committee (1 seat)	Councillor G Jones	
Safer North West Leicestershire Partnership (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
Thringstone House Community Centre – Executive Committee (3 seats)	Councillors D Everitt, T Gillard and D Howe	
University of Leicester Court (2 seats) (The Chairman of the Council is a member of this body by virtue of his position. The body has now formally requested that an additional representative be appointed by the Council).	Councillor G A Allman (as Chairman of the Council)	
Whitwick Quarry Liaison Committee (3 seats)	Councillors T Gillard, D Howe and R Woodward	

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**ANNUAL COUNCIL – 26 MAY 2015**

Title of report	SCHEDULE OF MEETINGS
Contacts	Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk
Purpose of report	To agree the schedule of meetings for the forthcoming municipal year.
Council's Priorities	Value for Money
Implications:	
Financial/Staff	None.
Link to relevant CAT	None.
Risk Management	None.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	Corporate Leadership Team Strategy Group Performance Team Leicestershire County Council Town and Parish Councils
Background papers	None.

Recommendations	<p>A) THE PROPOSED SCHEDULE OF MEETINGS FOR 2015/16 BE AGREED.</p> <p>B) THE PROPOSED SCHEDULE OF COUNCIL MEETINGS FOR 2016/17 TO 2018/19 BE AGREED.</p> <p>C) THE PROPOSED SCHEDULE OF CABINET MEETINGS FOR 2016/17 TO 2018/19 BE NOTED.</p>
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1.0 BACKGROUND INFORMATION

- 1.1 Each year Council are asked to approve the schedule of meetings for the forthcoming year. The proposed schedule of meetings is attached at Appendix 1 to the report.
- 1.2 For reasons of administrative efficiency, the schedule of meetings for 2015/16 includes some dates for June 2016. In addition, at the request of the Leader, meetings of Council and Cabinet have been programmed up to the municipal year 2018/19. This is to enable members to have notice of these meetings well in advance.

2.0 MAIN FEATURES OF THE SCHEDULE

- 2.1 When compiling the schedule of meetings, regard has been had to the Council's service and financial planning timetable which includes the budget process, and the proposed meeting schedules of Leicestershire County Council and the Parish Councils within North West Leicestershire.
- 2.2 Meetings of the main committees have been programmed for the municipal year 2015/16 as follows:

Audit and Governance Committee	4
Cabinet	9
Council	5 + Annual Meeting
Licensing Committee	4
Local Plan Advisory Committee	5
Planning Committee	13
Policy Development Group	4
- 2.3 Please note that the Cabinet meetings are included in the schedule for information only as the frequency, dates and times of the meetings are agreed by the Leader.
- 2.4 The meetings of the Coalville Special Expenses Working Party are also included for information only as these dates are agreed by the Working Party.

SCHEDULE OF MEETINGS

MAY 2015 – JUNE 2016

Audit & Governance Committee (6.30pm)

Weds, 24 June 2015
Weds, 23 September 2015
Weds, 9 December 2015
Weds, 23 March 2016
Weds, 29 June 2016

Cabinet (5.00pm)

(For information only)

Tues, 16 June 2015
Tues, 21 July 2015
Tues, 22 September 2015
Tues, 20 October 2015
Tues, 17 November 2015
Tues, 8 December 2015
Tues, 12 January 2016
Tues, 9 February 2016
Tues, 8 March 2016
Tues, 14 June 2016

Coalville Special Expenses Working Party (6.30pm)

(For information only)

Thurs, 9 July 2015
Tues, 13 October 2015
Tues, 15 December 2015
Tues, 19 April 2016

Council (6.30pm)

Tues, 26 May 2015 (Annual Meeting)
Tues, 30 June 2015
Tues, 15 September 2015
Tues, 10 November 2015
Tues, 19 January 2016
Tues, 23 February 2016
Tues, 22 March 2016
Tues, 17 May 2016 (Annual Meeting)
Tues, 28 June 2016

Licensing Committee (6.30pm)

Wed, 17 June 2015
Wed, 7 October 2015
Wed, 25 November 2015
Wed, 24 February 2016
Wed, 15 June 2016

Local Plan Advisory Committee (6.30pm)

Weds, 10 June 2015
Weds, 16 September 2015
Weds, 18 November 2015
Weds, 20 January 2016
Weds, 9 March 2016
Tues, 21 June 2016

Planning Committee (4.30pm)

Tues, 9 June 2015
Tues, 23 June 2015
Tues, 7 July 2015
Tues, 4 August 2015
Tues, 8 September 2015
Tues, 6 October 2015
Tues, 3 November 2015
Tues, 1 December 2015
Tues, 5 January 2016
Tues, 2 February 2016
Tues, 1 March 2016
Weds, 6 April 2016
Tues, 10 May 2016
Tues, 7 June 2016

Policy Development Group (6.30pm)

Weds, 1 July 2015
Weds, 30 September 2015
Weds, 6 January 2016
Weds, 2 March 2016
Weds, 22 June 2016

FUTURE CABINET AND COUNCIL MEETING DATES

JULY 2016 – MAY 2019

Cabinet (5.00pm)
(For information only)

Tues, 26 July 2016
Tues, 20 September 2016
Tues, 11 October 2016
Tues, 15 November 2016
Tues, 13 December 2016
Tues, 17 January 2017
Tues, 7 February 2017
Tues, 14 March 2017
Tues, 13 June 2017
Tues, 25 July 2017
Tues, 19 September 2017
Tues, 17 October 2017
Tues, 14 November 2017
Tues, 12 December 2017
Tues, 16 January 2018
Tues, 6 February 2018
Tues, 6 March 2018
Tues, 12 June 2018
Tues, 24 July 2018
Tues, 18 September 2018
Tues, 9 October 2018
Tues, 13 November 2018
Tues, 11 December 2018
Tues, 15 January 2019
Tues, 5 February 2019
Tues, 5 March 2019

Council (6.30pm)

Tues, 13 September 2016
Tues, 8 November 2016
Thurs, 23 February 2017
Tues, 21 March 2017
Tues, 16 May 2017 (Annual Meeting)
Tues, 27 June 2017
Tues, 12 September 2017
Tues, 21 November 2017
Tues, 27 February 2018
Tues, 20 March 2018
Tues, 15 May 2018 (Annual Meeting)
Tues, 26 June 2018
Tues, 11 September 2018
Tues, 20 November 2018
Tues, 26 February 2019
Tues, 26 March 2019
Tues, 21 May 2019 (Annual Meeting)

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL – 26 MAY 2015

Title of report	MEMBER CONDUCT ANNUAL REPORT 2014/15
Contacts	Head of Legal & Support Services and Monitoring Officer 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk
Purpose of report	To receive and endorse the Annual Report.
Council Priorities	Value for Money
Implications:	
Financial/Staff	N/A
Link to relevant CAT	N/A
Risk Management	By receiving this information members will be able to manage risks of misconduct.
Human Rights	N/A
Transformational Government	N/A
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	None
Background papers	Localism Act 2011 http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted Current NWL Code of Conduct Available on the Council's website and in the Constitution www.nwleics.gov.uk .
Recommendations	THAT THE MEMBER CONDUCT ANNUAL REPORT 2014/15 BE RECEIVED AND ENDORSED.

1.0 INTRODUCTION

- 1.1 It is important that the work of the Audit and Governance Committee should be visible to the Authority and wider public. It is felt that the annual report acts as a helpful tool in communicating the work undertaken by the Audit and Governance Committee.
- 1.2 The Annual Report of North West Leicestershire District Council's Audit and Governance Committee covering the period 1 April 2014 to 31 March 2015
- 1.3 The Chairman of the Audit and Governance Committee for 2014/15 was Councillor T Neilson. He will be invited to speak on the Annual Report at the meeting.



MEMBER CONDUCT ANNUAL REPORT 2014-2015

1. Introduction

This is the Member Conduct Annual Report of North West Leicestershire District Council's Audit and Governance Committee and covers the period from 1st April 2014 to 31st March 2015.

In addition to the responsibilities detailed in the Terms of Reference below, the Audit and Governance Committee promotes high standards of conduct by District Council Members and Members of Town/ Parish Councils in North West Leicestershire. The Audit and Governance Committee complies with the requirements of the Localism Act 2011, the regulations and the guidance provided under that legislation, together with Council's adopted Arrangements.

On 27 June 2012 Council adopted the North West Leicestershire Code of Conduct for Members which had been drafted by Members for Members. The Code incorporates all the legislative requirements under the Localism Act 2011 in relation to Disclosable Pecuniary Interests together with retaining the personal obligations in existence under the previous regime.

In the absence of any legislative provisions in relation to disclosable non pecuniary interests a report was taken to Council on 11 November 2014 recommending that the Code was amended to include specific details of disclosable pecuniary and disclosable non pecuniary interests. Council subsequently approved the report.

2. Terms of Reference

Membership: Ten councillors

Quorum: Three District councillors

Terms of Reference:

To act as the Authority's Audit Committee, to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to be responsible for the financial reporting process. In particular:

- Consider the effectiveness of the Authority's risk management arrangements, the control environment, and anti fraud and corruption arrangements
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors
- Be satisfied that the Authority's assurance statements properly reflect the risk environment and any actions required to improve it
- Approve (but not direct) Internal Audit's strategy and plans and monitor performance
- Review summary Internal Audit reports and the main issues arising, and seek assurance that action has been taken where necessary
- Receive the annual report of Internal Audit
- Consider plans of External Audit and inspection agencies
- Monitoring of relevant reports and action plans
- Ensure there are effective relationships between Internal and External Audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted
- Approve the Council's statement of accounts, income and expenditure and balance sheet and receive the External Auditor's opinion and reports to members, and monitor management action in response to the issues raised by External Audit
- To deal with the Annual Audit and Inspection letter and in particular to:

- consider matters raised in the annual governance report
- agree, if necessary, to adjust the financial statements
- approve the representation letter on behalf of the Council
- consider and agree, if considered appropriate, any actions proposed in the annual governance report and statement
- To have delegated authority to deal with all matters relating to the Council's final accounts

Sub-committees of the Audit and Governance Committee

All Audit and Governance Committee members will form a pool from which members will be drawn based on their availability and the requirements of the particular Sub-committee as and when required.

Assessment Sub-committee

Assessment of complaints in accordance with the Council's Guidance and to either:

- Determine that there should be no further action
- refer the matter for full investigation
- refer the matter for other action

Review Sub-committee

Consideration of requests for a review in accordance with the Council's Guidance.

Determinations Sub-committee

To receive reports from the investigating officer and to decide either:

- to determine finding of no failure to comply with the Code of Conduct
- to determine finding of failure to comply with the Code of Conduct and impose relevant sanctions
- refer the matter for other action

3. Composition

District Councillors

All appointed by Council on 13 May 2014

Councillor A Bridges
 Councillor J Cotterill
 Councillor D De Lacy (Deceased)
 Councillor D Everitt
 Councillor G Jones
 Councillor C Large
 Councillor T Neilson
 Councillor A C Saffell
 Councillor N Smith
 Councillor R Woodward

Parish Representatives

Councillor P Thomas

To be formally appointed at the Audit and Governance Committee on 26 March 2014:

Councillor K Grove
Councillor R Martin
Councillor S McKendrick

Independent Persons

The legislation requires the Council to appoint at least one Independent person who potentially advises all those involved in a Standards complaint, including the Monitoring Officer, and who must be consulted prior to the determination of a complaint.

Through an open advertising process conducted with partner authorities the Council appointed the following pool of independent persons from whom one can be drawn as and when required:

Colin Headley
Christine Howell
Desmond Henderson
David Lamb
Gordon Grimes
Hugh Pearson
Lee Hughes
Ruth Auton
Richard Gough

The main officer support for the Committee is provided by the Monitoring Officer (Elizabeth Warhurst), the Deputy Monitoring Officer (Dave Gill) and a Local Member Support Officer.

The Independent Persons were initially appointed in July 2012 until the end of the municipal term in May 2015. Following discussions with partner authorities it has been agreed that a further joint recruiting exercise will be undertaken. Given the complexities of this recruitment process Members were recommended to extend the term of office of the Independent Persons until the end of the Municipal Year 2015/16 and a resolution to that effect was passed by Council on 24 February 2015.

4. Meetings and Work Programme

The Audit and Governance Committee meets a minimum of four times per annum. In addition to its scheduled meetings, sub committees still meet on an ad hoc basis in order to consider and determine allegations of Member conduct. The Committee has its main work planned in advance through a Work Programme which enables it to be more proactive, strategic and focused in its approach to key issues.

5. Reporting Arrangements

The Audit and Governance Committee receives quarterly reports which have enabled Members to be reminded of the issues it has dealt with during each quarter and address any issues which this has highlighted.

6. Procedures and Workloads

(a) Dispensations

During 2014/15, there were no applications received for a dispensation from either District or Parish members.

(b) Complaints made to the Monitoring Officer under the New Code of Conduct 2014/15

Complaints made: 4

by Members of the Public	0
by Parish Councillors	0
by District Councillors	3
by Parish Clerk	0
by Council Officer	1

Complaints against:

a Parish Councillor	0
a District Councillor	4

(c) Complaints referred to the Standards Assessment Sub-committee

From the above mentioned complaints:

1 was referred to the Standards Assessment Sub-committee who determined that no further action be taken.

3 complaints were resolved informally:

All of these complaints related to unprofessional conduct of councillors.

(d) Members' Register of Interests

The Local Member Support Officers undertake regular checks of the Register of Members' Interests and provide advice and assistance to Parish Councils on the completion of the Registers.

7. Policies & Procedures

The Audit and Governance Committee oversees the ethical framework of the Council including oversight of:

- the Whistle Blowing Policy (which was reviewed and recommended for approval at the meeting on 25 March 2015. Cabinet will be invited to approve the policy at its meeting on 16 June 2015.)
- complaints handling
- Ombudsman investigations.

**Elizabeth Warhurst
Monitoring Officer**

OUR VISION

North West Leicestershire will be a place where people and businesses feel they belong and are proud to call home

**Legal and Support Services
North West Leicestershire District Council
Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ**