

MINUTES

of the meeting of the

GOVERNANCE COMMITTEE

on 18 June 2019 at 7.15 p.m.

Present:

Councillor H. Ayres (Chair)

Councillors R.H. Ambor, N.A. Dudley, D.G. Jones and N.M Walsh

Also in Attendance –

Designated Independent Person:

Mrs. C. Gosling

1. **Apologies for Absence and Substitutions**

Apologies for absence were received from Councillor Bentley. No substitutions were made.

2. **Minutes**

The minutes of the meeting on 23 January 2019 were signed as a correct record by the Chair.

3. **Public Question Time**

There were no questions or statements made by members of the public.

4. **Declarations of Interest**

All members were reminded to declare any Disclosable Pecuniary Interests or other registerable interests where appropriate in any of the items of business on the meeting's agenda.

5. **Chair's Announcements**

The Chair informed the Committee that Mr. Anthony had stood down from his role as one of the Council's Independent Persons. The Committee took this opportunity to thank Mr Anthony for his valued help over recent years.

6. **Election of Vice Chair**

The Chair proposed that Cllr Walsh be elected as Vice Chair for the Committee. This was seconded by Cllr Jones.

RESOLVED that Councillor N.M Walsh be elected as Vice Chair for the Committee.

7. Monitoring Officer Report

The Monitoring Officer provided members with an introductory training session on the role of the Governance Committee. Members were informed about how the Committee is structured and given an overview of the business it will be required to consider.

The Monitoring Officer provided an update on the complaints that had been received. It was noted that five new complaints had been received since the last meeting. The Monitoring Officer informed the Committee that a hearing to consider a complaint would be required soon and that they would be contacted regarding this.

RESOLVED that;

1. the current statistical information as to complaints made be noted and be published on the Council's website as set out in Appendix 1 before the Committee; and
2. the remainder of the report be noted.

(7.17 p.m. to 7.35 p.m.)

8. Annual Report for 2018-19 - Regulation of Investigatory Powers Act 2000 ("RIPA")

The Committee received an annual report on the Council's use of RIPA.

It was noted by the Committee that there had been no uses of RIPA by the Council for the period, January to December 2018. The Monitoring Officer informed the Committee that approval from the Magistrates Court was required for a use of RIPA.

RESOLVED that the report be noted.

(7.36 p.m. to 7.37 p.m.)

9. Annual Report of the Governance Committee 2018-19

The Committee considered a report on the operation of the Standards Regime at the Council in 2018/19. The submission of this report was not a statutory requirement, but it had been recognised as good practice and in line with the Council's overall governance arrangements for Full Council to receive such a document.

RECOMMENDED TO COUNCIL that the Governance Committee's Annual Report on the operation of the Standards Regime for 2018/19 be approved for subsequent publication.

(7.38 p.m. to 7.39 p.m.)

10. Parish and Town Council Representatives on the Committee

The Committee received a report on the need to appoint three Parish Councillor representatives to the Committee. Statements of the experience of the five Parish Councillors concerned (Councillor Val Chiswell – Great Baddow Parish Council; Councillor Stephanie Troop – Galleywood Parish Council; Councillor June Saltmarsh – Woodham Ferrers and Bicknacre Parish Council; Councillor Peter Jackson – Great Waltham Parish Council and Councillor Mark Fleming – Rettendon Parish Council) had been received and were considered by the Committee.

The Committee agreed that the past experience of Councillors Jackson and Saltmarsh being on the Committee would be very useful and that the experience demonstrated by

Councillor Chiswell would be of benefit to the Committee. The Committee asked that their thanks be passed on to each of the Parish Councillors for their nomination.

RESOLVED that Councillor Val Chiswell (Great Baddow Parish Council), Councillor June Saltmarsh (Woodham Ferrers and Bicknacre Parish Council) and Councillor Peter Jackson (Great Waltham Parish Council) be appointed as the Parish Councillor representatives on the Committee for a term expiring at the elections in 2023, and that all nominees be notified.

(7.40 p.m. to 7.46 p.m.)

11. **Work Programme**

The Committee received a report setting out the Committee dates and the work programme.

The Monitoring Officer suggested that a report on the Employee Code of Conduct be added to the agenda for the October meeting. This was agreed by the Committee.

RESOLVED that;

1. the report be noted and;
2. a report on the Employee Code of Conduct be added to the work programme for the meeting on 16th October.

(7.47 p.m. to 7.48 p.m.)

12. **Urgent Business**

There were no matters of urgent business to discuss.

The meeting closed at 7.49 p.m.

Chair