

Governance Committee

Thursday 29 September 2022 at 6.00 pm

Civic Suite, Solihull

COVID SAFETY PRECAUTIONS IN THE CIVIC SUITE

When visiting the Civic Suite we encourage you to continue practicing the 'hands, face, space, fresh air' guidance and follow the measures below:

- Undertake Lateral Flow Testing twice a week and preferably before attending a Council building to minimise the risk of bringing COVID-19 into the building. If you do test positive after being in a Council building, you must report this to enable appropriate action to be taken.
- Support the NHS Test and Trace by using the QR Code
- Where possible, open windows, doors and vents to allow fresh air to circulate.
- If using equipment in Group Rooms or on the Members floor please clean workspace after use including your desk, chair, phone, keyboard, mouse, monitor and any shared spaces such as photocopiers.
- We recommend you consider all colleagues and wear face coverings in all general communal areas and when walking around the building.
- Continue with good hygiene standards by regularly washing your hands and using the hand sanitiser that is located around the buildings.

To view the live meeting paste this link into your browser:

<https://www.youtube.com/channel/UC7DDSVoAlgTnwgp0Ku8iFLQ>

Disclosing Pecuniary Interests - What Must You Do?

(a) You must complete a declaration of your disclosable pecuniary interests, including those of your spouse/civil partner (or someone with whom you are living as such) and send it to the Monitoring Officer within 28 days of your election or appointment to the Council.

(b) When you attend a meeting of the Council, Cabinet, Scrutiny Board, Committee, Sub-Committee or Joint Committee etc, and a matter arises in which you have a disclosable pecuniary interest, unless you have been granted a dispensation, **you must:**

- Declare the interest if you have not already registered it
- Not participate in any discussion or vote
- Leave the meeting room until the matter has been dealt with
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

(c) If you are the Leader or a Cabinet Portfolio Holder you may not exercise any of your delegated powers as a single member in relation to a matter in which you have a disclosable pecuniary interest or take any other step except to give written notice of any unregistered interest to the Monitoring Officer within 28 days of your becoming aware of the interest, or arrange for another person or body to deal with the matter.

Disclosable Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by you or your partner.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within 12 months of your declaration of interests in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.
Contracts	Any contract between you or your partner (or a firm or body corporate in which you or your partner is a partner or a director, or in the securities of which you or your partner has a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council and which gives you or your partner a right to occupy the land or receive income.
Licences	Any licence held by you or your partner (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge)— (a) the landlord is the Council; and (b) the tenant is a body in which you or your partner has a beneficial interest i.e. a firm or body corporate in which you or your partner is a partner or a director, or in the securities of which you or your partner has a beneficial interest.
Securities	Any beneficial interest held by you or your partner in securities of a body where— (a) that body (to your knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class. “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

SOLIHULL METROPOLITAN
BOROUGH COUNCIL

To:
Councillors P Hogarth MBE (Chairman),
R Grinsell (Vice-Chairman), A Adeyemo,
M Allen, S Ashraf MBE, Mrs D Holl-
Allen MBE, J O'Nyons, W Qais and
S Rymer

NICK PAGE
CHIEF EXECUTIVE

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Deborah Merry
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Date Wednesday 21 September 2022

GOVERNANCE COMMITTEE - Thursday 29 September 2022

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary interests and conflicts of interest from Members.

3. QUESTIONS AND DEPUTATIONS

To answer questions, if any, asked by any resident of the Borough pursuant to Standing Orders.

4. MINUTES (Pages 5 - 8)

To approve the minutes of the last meeting as a correct record.

5. DRIVING AT WORK POLICY (Pages 9 - 30)

To inform Governance Committee of the proposed update to the Driving at Work Policy.

6. TRAVEL, SUBSISTENCE & PERSONAL EXPENSES POLICY (Pages 31 - 52)

To inform Governance Committee of proposed changes to the existing Travel & Subsistence Policy.

7. CALENDAR OF MEETINGS 2023/24 (Pages 53 - 62)

To consider the Calendar of Meetings for 2023/24.