

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **THE COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARYS STREET, HUNTINGDON** on **WEDNESDAY, 14 DECEMBER 2005** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Panel held on 29th September 2005.

**A Roberts
388009**

2. CALCULATION OF COUNCIL TAX BASE 2006/07 (Pages 3 - 6)

To consider a report by the Head of Revenue Services recommending the Council Tax Base for 2006/2007.

**J Barber
388105**

3. CORPORATE POLICY ON DOCUMENT RETENTION AND RECORDS MANAGEMENT (Pages 7 - 54)

To consider a report by the Head of Information Management recommending guidelines for the adoption of a Corporate Policy.

**D Horrex
388179**

4. INTERNAL AUDIT SERVICE - INTERIM REPORT 2005/06 (Pages 55 - 62)

To consider a report by the Audit Manager reviewing progress towards achievement of the 2005/6 annual audit plans and associated performance and management issues.

**D Harwood
388115**

5. WHISTLE BLOWING: ANNUAL REVIEW OF POLICY & PROCEDURE (Pages 63 - 64)

To note the outcome of the annual review.

**D Harwood
388115**

6. REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY (Pages 65 - 70)

To consider the outcome of the review of the anti fraud and corruption strategy.

**D Harwood
388115**

7. EXCLUSION OF PRESS AND PUBLIC

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to a recipient of a

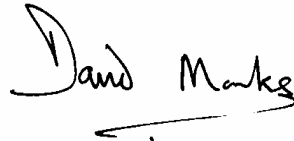
service provided by the authority and details of the financial affairs of a particular person.

8. LOCAL GOVERNMENT OMBUDSMAN - LOCAL SETTLEMENT OF COMPLAINT (Pages 71 - 72)

To note action taken by the Director of Central Services in response to a complaint referred to the Council by the Local Government Ombudsman.

L Jablonska
388004

Dated this 6th day of December 2005



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact A Roberts, Democratic Services Officer, Tel No 01480 388009/e-mail: Anthony.Roberts@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.