

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **THE COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON** on **WEDNESDAY, 13TH DECEMBER 2006** 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 November 2006.

**A Roberts
388009**

2. MEMBERS' INTERESTS

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda item. Please see Notes 1 and 2 below.

3. CALCULATION OF COUNCIL TAX BASE 2007/2008 (Pages 3 - 6)

To consider a report by the Head of Revenue Services recommending the Council Tax Base for 2007/2008.

**J Barber
388105**

4. DPA, EIR, FOI AND PSI REQUEST PROCEDURE (Pages 7 - 26)

To consider a report by the Heads of Information Management and of Legal and Estates recommending the adoption of a procedure to deal with requests for information.

**D Horrex
388179
W Smalley
388022**

5. RISK REGISTER (Pages 27 - 46)

To receive and note a report by the Internal Audit Manager on the Risk Register.

**S Couper
388103**

6. WHISTLEBLOWING: ANNUAL REVIEW OF THE POLICY AND PROCEDURE (Pages 47 - 48)

To note the outcome of the annual review.

**D Harwood
388115**

7. REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY (Pages 49 - 50)

To note the outcome of the review of the Anti-Fraud and Corruption Strategy.

**D Harwood
388115**

8. **INTERNAL AUDIT SERVICE INTERIM REPORT 2006/07** (Pages 51 - 58)

To consider a report by the Audit Manager reviewing progress towards the achievement of the 2006/07 Annual Audit Plan and associated management and performance issues.

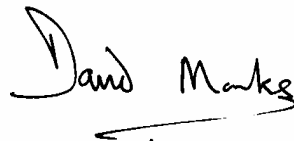
**D Harwood
388115**

9. **ACCOUNTS AND AUDIT (AMENDMENT) REGULATIONS 2006** (Pages 59 - 60)

To consider a report by the Head of Financial Services of the implications of the Accounts and Audit (Amendment) Regulations 2006.

**D Harwood
388115**

Dated this 5th day of December 2006



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.

Agenda and enclosures can be viewed on the District Council's website –
www.huntingdonshire.gov.uk (under *Councils and Democracy*).

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.