

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CORPORATE GOVERNANCE PANEL held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon on Wednesday, 13th December 2006.

PRESENT: Councillor C J Stephens – Chairman.  
Councillors K J Churchill, P J Downes, T V Rogers, L M Simpson and R J West.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor J A Gray.

### 29. MINUTES

The Minutes of the meeting of the Panel held on 29th November 2006 were approved as a correct record and signed by the Chairman.

### 30. MEMBERS' INTERESTS

No declarations of interest were received.

### 31. CALCULATION OF COUNCIL TAX BASE 2007/2008

In accordance with Section 34 of the Local Government Finance Act 1992 and the (Local Authorities Calculation of Tax Base) Regulations 1992 (as amended) and after consideration of a report by the Head of Revenue Services (a copy of which is appended in the Minute Book) setting out the general principles for the calculation of the tax base for the District, it was

RESOLVED

- (a) that the report by the Head of Revenue Services regarding the calculation of the District Council's tax base for the year 2007/08 be approved; and
- (b) that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the amount calculated by the Huntingdonshire District Council as their tax base for the whole District for the year 2007/08 be 57,434 and shall be as listed below for each parish of the District:

Abbotsley	189
Abbots Ripton	134
Alconbury	553
Alconbury Weston	279
Alwalton	128
Barham & Woolley	26

Bluntisham	727
Brampton	1809
Brington & Molesworth	114
Broughton	86
Buckden	1138
Buckworth	50
Bury	583
Bythorn & Keyston	147
Catworth	136
Chesterton	59
Colne	325
Conington	73
Covington	41
Denton & Caldecote	24
Diddington	30
Earith	575
Easton	75
Ellington	234
Elton	290
Eynesbury Hardwicke	769
Farcet	570
Fenstanton	1187
Folksworth & Washingley	350
Glatton	134
Godmanchester	2258
Grafham	238
Great & Little Gidding	127
Great Gransden	458
Great Paxton	377
Great Staughton	311
Haddon	20
Hail Weston	238
Hamerton	42
Hemingford Abbots	319
Hemingford Grey	1153
Hilton	439
Holme	241
Holywell-cum-Needingworth	973
Houghton & Wyton	1200
Huntingdon	6709
Kings Ripton	73
Kimbolton & Stonely	585
Leighton Bromswold	80
Little Paxton	1122
Morborne	11
Offord Cluny	197
Offord d'Arcy	295
Old Hurst	96
Old Weston	90
Perry	266
Pidley-cum-Fenton	156
Ramsey	2877
St Ives	5626
St Neots	9096
St Neots Rural30	
Sawtry	1735
Sibson-cum-Stibbington	200

Somersham	1361
Southoe & Midloe	157
Spaldwick	222
Steeple Gidding	10
Stilton	790
Stow Longa	60
Tetworth	18
The Stukeleys	731
Tilbrook	107
Toseland	38
Upton & Coppingford	87
Upwood & The Raveleys	411
Warboys	1350
Waresley	128
Water Newton	43
Winwick	41
Wistow	220
Woodhurst	153
Woodwalton	86
Yaxley	2808
Yelling	<u>140</u>
	<u>57434</u>

### **32. DPA, EIR, FOI AND PSI REQUEST PROCEDURE**

With the aid of a report by the Heads of Information Management and of Legal and Estates (a copy of which is appended in the Minute Book) the Panel considered the terms of a corporate policy on dealing with requests for information received by the Council. Having noted that the policy reflected best practice, it was

RESOLVED

that the Data Protection Act (DPA), Environmental Information Regulations (EIR), Freedom of Information Act (FOI), and Public Sector Information (PSI) Procedure as outlined in the report now submitted be adopted.

### **33. RISK REGISTER**

The Panel gave consideration to a report by the Head of Financial Services (a copy of which is appended in the Minute Book) on progress with the development of the Risk Register. Having been acquainted with the options that had been identified to mitigate further “red” residual risks, Members noted that work was ongoing to check the applicability of risks across the Council.

The report also contained proposed changes to the Risk Management Strategy. The changes reflected best practice by separating responsibilities for ensuring that an effective Risk Management Strategy was in place and for acting on mitigated risks.

RESOLVED

(a) that the progress being made on dealing with “red” risks be noted; and

- (b) that the changes to the Risk Management Strategy contained in Annex B to the report now submitted be approved.

**34. WHISTLEBLOWING: ANNUAL REVIEW OF THE POLICY AND PROCEDURE**

The Panel received and noted a report by the Audit Manager (a copy of which is appended in the Minute Book) on the outcome of the annual review of the Whistleblowing Policy and Procedure.

**35. REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY**

The Panel received and noted a report by the Audit Manager (a copy of which is appended in the Minute Book) on the outcome of a review of the Anti-Fraud and Corruption Strategy.

**36. INTERNAL AUDIT SERVICE INTERIM REPORT 2006/07**

The Panel received a report by the Internal Audit Manager (a copy of which is appended in the Minute Book) summarising progress against the Annual Audit Plan 2006/07, which revealed that the work contained in the Plan was likely to be completed. As a result of work carried out, the Internal Audit Manager was of the view that the Council's systems continued to provide a limited level of assurance.

In response to a question the Panel was informed of the procedure resolving disagreements between managers and Internal Audit on the implementation of recommendations that arose from audits. Having discussed Executive Councillors' involvement in ensuring that agreed actions were implemented, it was

**RESOLVED**

- (a) that the report be noted;
- (b) that Directors and Heads of Service be reminded of the importance of introducing actions within the agreed timescales and of the Panel's view as to the perceived requirement for liaison with Executive Councillors, as appropriate, on progress in that respect; and
- (c) that the concern of the Corporate Governance Panel with regard to recorded performance on the implementation of agreed actions be noted.

**37. ACCOUNTS AND AUDIT (AMENDMENT) REGULATIONS 2006**

The Panel received and noted a report by the Internal Audit Manager (a copy of which is appended in the Minute Book) on the implications for the Council of the Accounts and Audit (Amendment) Regulations 2006.

