

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **MEETING ROOM 1, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 26 MARCH 2008** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 12th December 2007.

**A Roberts
388004**

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. CHANGES TO THE CODE OF FINANCIAL MANAGEMENT
(Pages 5 - 22)

To consider a report by the Head of Financial Services proposing changes to the Council's Code of Financial Management.

**S Couper
388103**

4. ASSURANCE FRAMEWORK AND ANNUAL GOVERNANCE STATEMENT (Pages 23 - 36)

To consider a report by the Head of Policy and Strategic Services on the assurance framework and Annual Governance Statement.

**H Thackray
388035**

5. EXTERNAL AUDITOR'S REPORT

(a) DATA QUALITY AUDIT REPORT 2006/07 (Pages 37 - 62)

To consider a report by the Head of Policy and Strategic Services on the Huntingdonshire District Council Data Quality Audit Report 2006/07.

**I Leatherbarrow
388005**

(b) USE OF RESOURCES REPORT 2006/07 (Pages 63 - 84)

To consider the Huntingdonshire District Council Use of Resources Report for 2006/07.

**S Couper
388103**

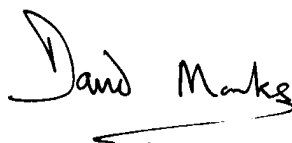
6. ANNUAL AUDIT AND INSPECTION LETTER (Pages 85 - 98)

To consider the Annual Audit and Inspection Letter.

**S Couper
388103**

7. **RISK REGISTER UPDATE** (Pages 99 - 108)
- To consider a report by the Audit and Risk Manager on the current risk register. **D Harwood
388115**
8. **INTERIM AUDIT SERVICE INTERNAL AUDIT PLAN 2008** (Pages 109 - 114)
- To consider a report by the Audit and Risk Manager regarding the internal audit plan for the four month period commencing 1st April 2008. **D Harwood
388115**
9. **INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT** (Pages 115 - 124)
- To consider a report by the Audit Manager reviewing progress towards the achievement of the 2007/8 annual audit plan and associated management and performance issues. **D Harwood
388115**
10. **WHISTLEBLOWING: ANNUAL REVIEW OF POLICY AND PROCEDURE** (Pages 125 - 126)
- To note the outcome of the annual review on whistleblowing. **D Harwood
388115**
11. **TRAVEL PLAN** (Pages 127 - 138)
- To consider a report by the Head of Administration on the outcome of a study by the Overview and Scrutiny Panel (Service Support) Travel Plan Working Group. **Miss N Giles
387049**

Dated this 20th day of March 2008



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, their family or any person with whom they had a close association;*
 - (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 £25,000; 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 Miss H Ali, Democratic Services Officer, Tel No 01480 388006 / e-mail: Habbiba.Ali@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 car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).