

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 23 SEPTEMBER 2008** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

Members Are Reminded Of The Informal Session That Has Been Arranged For Panel Members To Review The Council's Governance Arrangements Prior To Consideration Of The Governance Statement. The Session Will Be Held At 5:00pm In The Council Chamber.

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 24th June 2008.

**Miss H Ali
388006**

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 overleaf.

3. HOUSING BENEFIT FRAUD INVESTIGATION ACTIVITY (Pages 5 - 8)

To consider a report by the Head of Customer Services summarising the activity of the Benefits Fraud Investigation Team over the past three years.

**Mrs J Barber
388105**

4. INTERNAL AUDIT SERVICE ANNUAL REPORT (Pages 9 - 20)

To consider a report by the Audit and Risk Manager on the Internal Audit Service Annual Report.

**D Harwood
388115**

5. RISK REGISTER (Pages 21 - 22)

To receive a report by the Audit and Risk Manager providing an update on the Risk Register.

**D Harwood
388115**

6. REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE PANEL (Pages 23 - 36)

To receive a report by the Head of Financial Services outlining the findings of the Panel's review the effectiveness of the Corporate Governance Panel.

**S Couper
388103**

7. **GOVERNANCE STATEMENT** (Pages 37 - 52)

To consider a report by the Head of Policy and Strategic Services on the Governance Statement for 2008/09.

H Thackray
388035

8. **APPROVAL FOR PUBLICATION OF THE 2007/08 ACCOUNTS**
(Pages 53 - 138)

To consider a report by the Head of Financial Services setting out the processes to be completed before the Council's accounts for 2007/08 can be published.

S Couper
388103

The documents highlighted within paragraph 2.1 of the report will be circulated to Panel Members as soon as they are available.

9. **PROTOCOL BETWEEN THE LEADER AND CHIEF EXECUTIVE**
(Pages 139 - 146)

To consider a report by the Head of Administration, seeking the Panel's approval of a protocol for the relationship between the Leader of the Council and the Chief Executive.

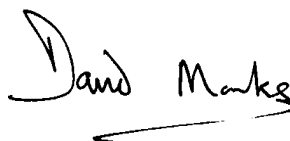
R Reeves
388003

10. **RISK MANAGEMENT UPDATE** (Pages 147 - 150)

To receive a report by the Audit and Risk Manager providing an update on Risk Management.

D Harwood
388115

Dated this 23 day of September 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).