

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **AQUARIUS ROOM, ST IVO LEISURE CENTRE, WESTWOOD ROAD, ST IVES, CAMBRIDGESHIRE, PE27 6WU** on **WEDNESDAY, 25 MARCH 2009** 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 WILL TAKE PLACE AT 5:00 PM FOR PANEL MEMBERS ON THE 2009 USE OF RESOURCES ASSESSMENT. THE SESSION WILL TAKE PLACE PRIOR TO THIS MEETING.

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 10th December 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. EXTERNAL AUDITOR'S REPORT: USE OF RESOURCES 2008
(Pages 5 - 24)

To consider the Huntingdonshire District Council Use of Resources Report for 2008.

4. INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT
(Pages 25 - 34)

To consider a report by the Audit and Risk Manager reviewing progress towards the achievement of the annual audit plan and associated performance issues.

**D Harwood
388115**

5. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT (Pages 35 - 42)

To receive a report by the Audit and Risk Manager detailing the outcome of the annual review of the effectiveness of the system of internal audit.

**D Harwood
388115**

6. RISK REGISTER (Pages 43 - 48)

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

**D Harwood
388115**

7. **CORPORATE GOVERNANCE: ASSURANCE FRAMEWORK**
(Pages 49 - 94)

To consider a report by the acting Head of People, Performance and Partnerships providing an update on progress of the implementation of the Assurance Framework.

H Thackray
388035

8. **REVIEW OF COUNCIL CONSTITUTION** (Pages 95 - 144)

To consider a report by the Head of Democratic and Central Services "**TO FOLLOW**" detailing the outcome of a review of the Council's Constitution.

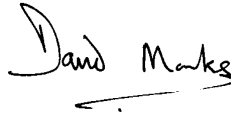
Ms C Deller
388007

9. **SPECIAL MEETING OF THE CORPORATE GOVERNANCE PANEL**

To note that a special meeting of the Panel is scheduled to be held on **Thursday, 16th April 2009 at 6:00pm** in the **I-Zone Room, Huntingdon Leisure Centre.**

The purpose of this meeting would be to consider the outcome of the Structure Review Working Group's findings, following their review of the Council's democratic structure.

Dated this 17 day of March 2009



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.