

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **AQUARIUS ROOM, ST IVO LEISURE CENTRE, WESTWOOD ROAD, ST IVES, CAMBS, PE27 6WU** on **WEDNESDAY, 24 MARCH 2010** at **6:30 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 9th December 2009.

**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 AND COUNCIL TAX BENEFIT FRAUD STRATEGY AND PROSECUTION POLICY (Pages 7 - 18)

To consider a report by the Head of Customer Services detailing the outcome of a review of the existing Housing and Council Tax Benefit Fraud Strategy and Prosecution Policy.

**N Jennings
388480**

4. ORGANISATIONAL ASSESSMENT 2008/09 (Pages 19 - 22)

To receive a presentation from Mr N Smith, Audit Commission on Huntingdonshire District Council's Organisational Assessment 2008/09.

5. EXTERNAL AUDITOR'S REPORT: CERTIFICATION OF GRANTS CLAIMS 2008/09 (Pages 23 - 34)

To receive a report from the Audit and Risk Manager on the certification of grant claims 2008/09.

**D Harwood
388115**

6. NATIONAL FRAUD INITIATIVE (Pages 35 - 40)

To receive a report by the Audit and Risk Manager on the National Fraud Initiative.

**D Harwood
388115**

7. RISK REGISTER (Pages 41 - 46)

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

**D Harwood
388115**

8. INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT
(Pages 47 - 56)

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

9. PROPOSED CHANGES TO THE CONSTITUTION (Pages 57 - 94)

To consider a report by the Head of Financial Services proposing changes to the Council's Constitution in respect of the Code of Financial Management and Code of Procurement.

S Couper
388103

10. PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT AND RISK ASSURANCE (Pages 95 - 104)

To consider a report by the Head of People, Performance and Partnerships providing an update on progress with the annual governance statement, improvement plan and risk assurance.

H Thackray
388035

11. APPOINTMENT OF CABINET MEMBERS (Pages 105 - 106)

To receive a report by the Head of Democratic and Central Services on the appointment of Cabinet Members.

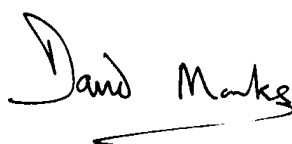
R Reeves
388003

12. MEMBER DEVELOPMENT POLICY (Pages 107 - 114)

To receive a report from the Head of Democratic and Central Services proposing a new Member Development Policy.

Mrs A Jerrom
388009

Dated this 16 day of March 2010



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.