

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **WEDNESDAY, 23 MARCH 2011** 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 8th December 2010.

**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 AUDIT PLAN 2010/11 (Pages 7 - 26)

To receive a report from the Head of Financial Services on the external audit plan for 2010/11.

**S Couper
388103**

4. GRANT CERTIFICATION REPORT 2009/10 (Pages 27 - 38)

To receive a report by the Head of Financial Services on Grant Certification claims made by the Council which are required to be certified by the external auditors.

**S Couper
388103**

5. 2010/11 ACCOUNTS - ACCOUNTING POLICIES (Pages 39 - 52)

To receive a report from the Head of Financial Services seeking approval of accounting policies for the 2010/11 accounts.

**Mrs E Smith
388157**

6. PROPOSED CHANGES TO THE CODE OF PROCUREMENT (Pages 53 - 72)

To receive a report from the Head of Financial Services seeking approval of proposed amendments to the Code of Procurement.

**S Couper
388103**

7. PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT (Pages 73 - 82)

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

**H Thackray
388035**

8. **RISK REGISTER** (Pages 83 - 88)

To receive an update from the Audit and Risk Manager on changes that have been made to the Risk Register between the period September 2010 to February 2011 inclusive.

**D Harwood
388115**

9. **INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT**
(Pages 89 - 98)

To consider a report by the Audit and Risk Manager reviewing progress towards the achievement of the Annual Audit Plan and associated performance issues.

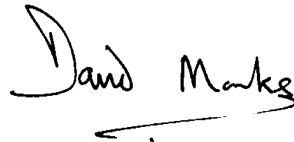
**D Harwood
388115**

10. **EMPLOYEES' CODE OF CONDUCT** (Pages 99 - 114)

To consider a report by the Head of Democratic & Central Services setting out proposed changes to the Employees' Code of Conduct.

**Mrs C Bulman
388234**

Dated this 15 day of March 2011



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.