

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 27 SEPTEMBER 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 - 4)**

To approve as a correct record the Minutes of the meeting of the Panel held on 28<sup>th</sup> June 2011.

**Mrs A Jerrom  
388009**

**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. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT (Pages 5 - 28)**

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

**D Harwood  
388115**

**4. REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE PANEL (Pages 29 - 44)**

To consider a report by the Head of Financial Services detailing the outcome of the review of the effectiveness of the Corporate Governance Panel.

**S Couper  
388103**

**5. REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT SERVICE (Pages 45 - 50)**

To consider a report by the Managing Director (Resources) detailing the outcome of a review of the effectiveness of the Internal Audit Service.

**S Couper  
388103**

**6. GOVERNANCE STATEMENT (Pages 51 - 70)**

To consider a report by the Head of Legal and Democratic Services seeking endorsement of the Council's Governance Statement for 2010/11.

**H Thackray  
388035**

**7. LOCAL GOVERNMENT OMBUDSMAN - LOCAL SETTLEMENT OF COMPLAINT (Pages 71 - 72)**

To consider a report by the Head of Legal and Democratic Services on the local settlement of a complaint made to the Local Government Ombudsman.

**A Roberts  
388015**

**8. TRAINING OF PANEL MEMBERS (Pages 73 - 74)**

To consider a report by the Head of Financial Services outlining the Panel's work programme over the next year and providing Members with an opportunity to identify any training requirements that they might have.

**D Harwood  
388115**

**9. APPROVAL FOR PUBLICATION OF THE 2010/11 ACCOUNTS**

Unfortunately, due to a combination of reasons, it will not be possible to have the final accounts ready for the Panel's meeting. As it is a statutory requirement that the accounts are approved by the Panel before publication, it will mean that an extra meeting of the Panel will be required – details to be confirmed.

**S Couper  
388103**

Dated this 19 day of September  
2011



Head of Paid Service

**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@huntingdonshire.gov.uk](mailto:Habbiba.Ali@huntingdonshire.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](http://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.*