

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 28 MARCH 2012** 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 7th December 2011.

**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. NEIGHBOURHOOD FORUMS WORKING GROUP (Pages 7 - 24)

To consider a report by the Overview and Scrutiny Panel (Social Well-Being) on progress with the review of the Neighbourhood Forums in Huntingdonshire.

**Miss H Ali
388006**

4. TOWN AND PARISH COUNCIL CHARTER

To receive an update from the Healthy Communities Manager on progress towards the development of a Town and Parish Council Charter.

**D Smith
388377**

5. GRANT CERTIFICATION 2010/11 (Pages 25 - 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**

6. UPDATE ON 2010/11 FINAL ACCOUNTS

To receive an update from the Head of Financial Services on the 2010/11 final accounts.

**S Couper
388103**

7. ANNUAL GOVERNANCE STATEMENT 2010/11 - ADDENDUM (Pages 39 - 40)

To consider a report by the Head of Financial Services seeking the Panel's endorsement of changes to the Annual Governance Statement for 2010/11.

**S Couper
388103**

8. **CLOSURE OF 2011/12 ACCOUNTS** (Pages 41 - 42)
To receive a report from the Head of Financial Services on changes to be made to the final accounts process for 2011/12. **S Couper
388103**
9. **PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT** (Pages 43 - 46)
To consider a report by the Corporate Policy and Performance Manager providing an update on progress with the issues identified in the Annual Governance Statement. **H Thackray
388035**
10. **INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT** (Pages 47 - 58)
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**
11. **RISK REGISTER** (Pages 59 - 68)
To receive a report by the Audit and Risk Manager providing an update on the Risk Register. **D Harwood
388115**
12. **REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE PANEL** (Pages 69 - 74)
To receive a report by the Head of Financial Services outlining the findings of the Panel's review of the effectiveness of the Corporate Governance Panel. **S Couper
388103**
13. **COUNCIL CONSTITUTION - FURTHER UPDATE** (Pages 75 - 120)
To consider a joint report by the Heads of Legal and Democratic and Financial Services proposing further changes to the Council's Constitution. **Ms C Deller
388007**
14. **TRAINING OF PANEL MEMBERS** (Pages 121 - 122)
To consider a report by the Audit and Risk Manager on training opportunities for Panel Members. **D Harwood
388115**

Dated this 20 day of March 2012



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 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.