

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 **TUESDAY, 26 JUNE 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 - 10)

To approve as a correct record the Minutes of the meeting of the Panel held on 28th March and 16th May 2012.

**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. FINAL ACCOUNTS 2011/12 AND AUDIT OF 2010/11 ACCOUNTS
(Pages 11 - 12)

To consider a report by the Head of Financial Services on the final accounts for 2011/12 and the audit of the 2010/11 accounts.

**Mrs E Smith
388157**

4. INTERNAL AUDIT SERVICE - INTERNAL AUDIT PLAN (Pages 13 - 22)

To consider a report by the Audit and Risk Manager regarding the Internal Audit and Assurance Plan for the 12 month period commencing August 2012.

**D Harwood
388115**

5. ANTI-FRAUD AND CORRUPTION MEASURES (Pages 23 - 34)

To receive a report by the Audit and Risk Manager on the Anti-Fraud and Corruption Measures adopted by the Council.

**D Harwood
388115**

6. EXTERNAL AUDIT PLAN 2011/12

To receive a report from the Head of Financial Services on the external audit plan for 2011/12 – **TO FOLLOW**.

**S Couper
388103**

7. INTERNAL AUDIT SERVICE - TERMS OF REFERENCE AND INTERNAL AUDIT STRATEGY (Pages 35 - 36)

To consider a report by the Audit and Risk Manager on the Internal Audit Terms of Reference and Strategy.

**D Harwood
388115**

8. INSPECTION BY THE INTERCEPTION OF COMMUNICATIONS COMMISSIONER (Pages 37 - 62)

To receive a joint report by the Head of Legal and Democratic Services and Fraud Manager on the inspection by the Interception of Communications Commissioner.

**C Meadowcroft /
N Jennings
388021 /
388480**

9. NEW STANDARDS REGIME (Pages 63 - 102)

To consider a report by the Head of Legal and Democratic Services and Monitoring Officer proposing a new Standards regime for the Council.

**Ms C Deller
388007**

10. COMPLAINTS (Pages 103 - 114)

To consider a report by the Head of Legal and Democratic Services on the internal complaints determined by the Local Government Ombudsman in 2011/12 together with the outcome of a review of the Council's feedback procedure.

**A Roberts
388015**

11. TRAINING OF PANEL MEMBERS (Pages 115 - 116)

To consider a report by the Audit and Risk Manager on training opportunities for Panel Members.

**D Harwood
388115**

Dated this 18 day of June 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.