

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 25 SEPTEMBER 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 - 8)**

To approve as a correct record the Minutes of the meeting of the Panel held on 26th June 2012.

**Miss H Ali  
388006**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any Agenda item. See Notes below.

**3. ANNUAL REPORT ON THE FREEDOM OF INFORMATION ACT, ENVIRONMENTAL INFORMATION REGULATIONS AND DATA PROTECTION ACT (Pages 9 - 16)**

To receive a joint report from the Heads of Information Management and Legal and Democratic Services on the Freedom of Information Act, Environmental Information Regulations and Data Protection Act.

**D Horrex / Mrs B  
Morris  
388179 / 388022**

**4. AUDITORS REPORT - FINAL ACCOUNTS 2010/11 (Pages 17 - 48)**

To receive a report from the Head of Financial Services on the ISA 260 report issued by the External Auditor.

**S Couper  
388103**

**5. INTERNAL AUDIT SERVICE: ANNUAL REPORT FOR THE YEAR ENDING 31ST AUGUST 2012 (Pages 49 - 62)**

To consider a report by the Audit and Risk Manager on the Internal Audit Service.

**D Harwood  
388115**

**6. REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT SERVICE (Pages 63 - 70)**

To consider a report by the Audit and Risk Manager detailing the outcome of a review of the effectiveness of the Internal Audit Service.

**D Harwood  
388115**

7. **REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE PANEL** (Pages 71 - 74)
- To consider a report by the Head of Financial Services detailing the outcome of a review of the effectiveness of the Corporate Governance Panel.
- D Harwood  
388115**
8. **RISK REGISTER** (Pages 75 - 84)
- To consider a report by the Audit and Risk Manager on changes made to the Risk Register between the period 14th March to 31st August 2012 inclusive.
- D Harwood  
388115**
9. **COMPLAINTS** (Pages 85 - 86)
- To receive a report from the Head of Legal and Democratic Services on lessons learnt from the complaints received from the Local Government Ombudsman.
- A Roberts  
388015**
10. **GOVERNANCE STATEMENT** (Pages 87 - 106)
- To consider a report by the Head of Legal and Democratic Services seeking endorsement of the Council's Governance Statement for 2011/12.
- H Thackray  
388035**
11. **APPROVAL FOR PUBLICATION OF THE 2011/12 ACCOUNTS**
- To consider a report by the Head of Financial Services setting out the process to enable the Council's accounts for 2011/12 to be published – **TO FOLLOW**.
- S Couper  
388103**
12. **TRAINING OF PANEL MEMBERS** (Pages 107 - 108)
- 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**
13. **EXCLUSION OF PRESS AND PUBLIC**
- To resolve:-
- that the public be excluded from the meeting because the business to be transacted contains exempt information relating to any action to be taken in connection with the prevention, investigation or prosecution of crime, relates to the financial or business affairs of any particular person (including the authority holding that information) and is likely to reveal the identity of an individual.
14. **HOUSING BENEFIT - INTRODUCTION OF RISK BASED VERIFICATION** (Pages 109 - 124)
- To receive a report from the Head of Customer Services on the introduction of risk based verification in housing benefits for 2012/13.
- Mrs A Burns  
388122**

**15. CODE OF PROCUREMENT : TENDER AND QUOTATION REVIEW**  
(Pages 125 - 130)

To receive a report from the Head of Financial Services on the Council's compliance with the Code of Procurement.

**D Harwood**  
**388115**

**16. LESSONS LEARNT - 2010/11 ACCOUNTS** (Pages 131 - 148)

To receive a report from the Managing Director (Resources).

**T Parker**  
**388100**

Dated this 18 day of September  
2012



Head of Paid Service

**Notes**

**A. Disclosable Pecuniary Interests**

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it*

*(a) relates to you, or*

*(b) is an interest of -*

*(i) your spouse or civil partner; or*

*(ii) a person with whom you are living as husband and wife; or*

*(iii) a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*

(3) *Disclosable pecuniary interests includes -*

*(a) any employment or profession carried out for profit or gain;*

*(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*

*(c) any current contracts with the Council;*

*(d) any beneficial interest in land/property within the Council's area;*

*(e) any licence for a month or longer to occupy land in the Council's area;*

*(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*

*(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

**B. Other Interests**

(4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*

(5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary 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](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.*