

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **CIVIC SUITE 0.1A, GROUND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 12 DECEMBER 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 25th September 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. CORPORATE BUSINESS CONTINUITY PLANNING (2012 ANNUAL REPORT) (Pages 11 - 18)

To receive a report from the Head of Information Management providing an update on progress made in planning for Corporate Business Continuity.

**C Hall
388116**

4. REVIEW OF EMPLOYEE CONSULTATION AND INFORMATION ARRANGEMENTS AT HDC (Pages 19 - 34)

To consider the outcome of a review of the existing Information and Consultation arrangements with employees and proposals for future practice.

**Mrs J Maulder
(01223) 699495**

5. FRAUD INVESTIGATION (Pages 35 - 40)

To receive a report by the Head of Customer Services summarising the activity of the Council's Fraud Team, the current threat of fraud and a proposal to provide responses to threats following the introduction of a Single Fraud Investigation Service.

**Mrs J Barber / N
Jennings
388105 / 388480**

6. REVIEW OF HOUSING BENEFIT FRAUD INVESTIGATION ACTIVITY & THE COUNCIL'S WHISTLEBLOWING POLICY (Pages 41 - 46)

To consider a joint report by the Head of Customer Services and the Audit and Risk Manager summarising the activity of the Benefit Fraud Investigation Team over the 2011/12 financial year and to note the outcome of the annual review on whistleblowing.

**Mrs J Barber / N
Jennings
388105 / 388480**

7. **FINAL AUDITORS REPORTS - FINAL ACCOUNTS 2011/12**
(Pages 47 - 88)
- To receive a report from the Head of Financial Services on the final accounts 2011/12. **S Couper / C Mason
388103 / 388157**
8. **AUDITOR'S ANNUAL AUDIT LETTERS - 2010/11 AND 2011/12**
(Pages 89 - 108)
- To receive a report from the Head of Financial Services on the Annual Audit and Inspection Letters for 2010/11 and 2011/12. **S Couper
388103**
9. **ANNUAL REVIEW OF THE RISK MANAGEMENT STRATEGY**
(Pages 109 - 128)
- To receive a report from the Audit and Risk Manager on the review of the Risk Management Strategy. **D Harwood
388115**
10. **PROVIDING ASSURANCE FOR THE ANNUAL GOVERNANCE STATEMENT** (Pages 129 - 134)
- To receive a report from the Audit and Risk Manager on assurance for the Annual Governance Statement. **D Harwood
388115**
11. **INTERNAL AUDIT SERVICE: INTERNAL AUDIT PLANNING**
(Pages 135 - 138)
- To consider a report by the Audit and Risk Manager regarding the Internal Audit Plan, including the Internal Audit Computer Plan for the period ending March 2014. **D Harwood
388115**
12. **TRAINING OF PANEL MEMBERS** (Pages 139 - 140)
- To consider a report by the Audit and Risk Manager on training opportunities for Panel Members. **D Harwood
388115**

Dated this 4 day of December
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 anybody 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.