

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **ROOM 0.1A CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 24 JULY 2013** 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 held on 22nd May 2013.

**Mrs H J Taylor
388008**

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 GOVERNANCE PANEL - PROGRESS REPORT (Pages 5 - 8)

To receive a report by the Head of Legal and Democratic Services.

**Mrs H J Taylor
388008**

4. FILMING AND RECORDING AT COUNCIL MEETINGS (Pages 9 - 14)

To consider a report of the Head of Legal and Democratic Services proposing a variation to the existing constitution relating to photography, broadcasting or recording of meetings.

**C Meadowcroft
388021**

5. COMPLAINTS FEEDBACK ANNUAL REPORT (Pages 15 - 24)

To consider a report by the Head of Legal and Democratic Services on the internal complaints determined by the Local Government Ombudsman in 2012/13.

**A Roberts
388015**

6. PREPARING THE ANNUAL GOVERNANCE STATEMENT (Pages 25 - 28)

To consider a report by the Assistant Director, Finance and Resources on the action taken to review the Code of Corporate Governance and seeking comments on the Council's draft Annual Governance Statement for 2012/13.

**D Harwood
388115**

7. REVIEW OF RIPA POLICIES AND PROCEDURES (Pages 29 -

100)

To receive a joint report by the Heads of Legal and Democratic Services and Customer Services.

**N Jennings
388480**

8. INTERNAL AUDIT SERVICE ANNUAL REPORT (Pages 101 - 114)

To receive the annual report of the Internal Audit Manager.

**D Harwood
388115**

9. WORK PROGRAMME AND TRAINING (Pages 115 - 116)

To consider a report by the Assistant Director, Finance and Resources.

**D Harwood
388115**

10. 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 the financial or business affairs of any particular person (including the authority holding that information).

11. APPOINTMENT OF PROFESSIONAL ADVISORS (Pages 117 - 118)

To consider a report by the Internal Audit Manager.

**D Harwood
388115**

Dated this 16 day of July 2013



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 Mrs H Taylor, Senior Democratic Services Officer, Tel No: 01480 388008 / e-mail: Helen.Taylor@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.