

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 26 SEPTEMBER 2013** at **6:30 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 24th July 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 7 - 12)

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

**Mrs H J Taylor
388008**

4. EFFECTIVENESS OF THE PANEL (Pages 13 - 22)

To consider a report by the Internal Audit Manager detailing the outcome of a review of the effectiveness of the Corporate Governance Panel.

**D Harwood
388115**

5. RISK REGISTER (Pages 23 - 36)

To consider a report by the Internal Audit Manager on changes made to the Risk Register between the period 6th March to 2nd September 2013 inclusive.

**D Harwood
388115**

6. IMPROVING INTERNAL CONTROLS (Pages 37 - 60)

To consider a report by the Internal Audit Manager outlining proposed changes to the Code of Procurement following an internal audit review of procurement procedures.

**D Harwood
388115**

7. APPROVAL FOR PUBLICATION OF THE 2012/13 ANNUAL GOVERNANCE STATEMENT AND ANNUAL FINANCIAL REPORT
(Pages 61 - 210)

To consider a report by the Assistant Director (Finance and Resources) detailing the draft Auditors ISA 260 report and seeking

**S Couper
388103**

endorsement for the Annual Governance Statement, the Letter of Representation and the Annual Financial Report.

C Mason
388157

(Copies of the Annual Governance will be sent to Members under separate cover).

8. WORK AND TRAINING PROGRAMME (Pages 211 - 212)

To consider a report by the Internal Audit Manager.

D Harwood
388115

Dated this 18 day of September 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 Committee/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.