

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 27 NOVEMBER 2013** at **6:30 PM** and you are requested to attend for the transaction of the following business:-

PRIOR TO THE MEETING THERE WILL BE A PRESENTATION FOR PANEL MEMBERS, ON THE NATIONAL FRAUD INITIATIVE, IN THE CIVIC SUITE COMMENCING AT 6.00PM.

**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 26th September 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 - 10)

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

**Mrs H J Taylor
388008**

4. EXTERNAL AUDITORS: ANNUAL AUDIT LETTER 2012/13 (Pages 11 - 26)

To receive a report from the Assistant Director, Finance and Resources on the Annual Audit and Inspection Letter 2012/13.

**C Mason
388157**

5. ANNUAL REPORT OF THE FREEDOM OF INFORMATION ACT, ENVIRONMENTAL INFORMATION REGULATIONS AND DATA PROTECTION ACT (Pages 27 - 34)

To receive a joint report from the IMD Service Manager and the Head of Legal and Democratic Services on the Freedom of Information Act, Environmental Information Regulations and Data Protection Act.

**J Taylor
388119**

6. CORPORATE BUSINESS CONTINUITY PLANNING (Pages 35 - 50)

To receive a report from the Corporate Business Continuity Co-ordinator providing an update on progress made in planning for Corporate Business Continuity.

**J Taylor
388119**

7. **ANNUAL REVIEW OF WHISTLEBLOWING POLICY AND PROCEDURE** (Pages 51 - 60)
- To receive a report by the Internal Audit Manager on the outcome of the annual review on whistleblowing. **D Harwood
388115**
8. **OVERVIEW AND SCRUTINY PANELS CO-OPTED MEMBERS** (Pages 61 - 64)
- To receive a report from the Head of Legal and Democratic Services on the outcome of a review of the Overview and Scrutiny Panel's Procedure Rules. **A Roberts
388015**
9. **OFFICER GOVERNANCE WORKING GROUPS** (Pages 65 - 68)
- To receive a report by the Assistant Director, Finance and Resources. **S Couper
388103**
10. **WORK AND TRAINING PROGRAMME** (Pages 69 - 72)
- To consider a report by the Internal Audit Manager. **D Harwood
388115**
11. **EXCLUSION OF THE PRESS**
- To resolve that the public be excluded from the meeting because the business to be transacted contains information relating to consultations or negotiations in connection with labour relation matters between the Council and its employees.
12. **INTERNAL AUDIT - PAY REVIEW** (Pages 73 - 80)
- To consider a report by the Internal Audit Manager on the findings of a review into the job evaluation and pay review process. **D Harwood
388115**

Dated this 19 day of November 2013



Head of Paid Service

Notes

1. 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.*

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.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

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.

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.