

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, 29 JANUARY 2014** 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 COUNCIL'S CONSTITUTION, IN THE CIVIC SUITE COMMENCING AT 6.00PM.

APOLOGIES

**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 27th November 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 - 8)**

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

**Mrs H J Taylor
388008**

4. REVIEW OF FRAUD INVESTIGATION ACTIVITY (Pages 9 - 22)

To consider a report by the Corporate Fraud Manager summarising the activity of the Corporate Fraud Team over the 2012/13 financial year.

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

5. REVIEW OF FRAUD PROSECUTION POLICY (Pages 23 - 36)

To consider a report by the Corporate Fraud Manager outlining changes to the Council's Fraud Prosecution Policy.

**N Jennings
388480**

6. WHISTLEBLOWING CONCERNS RECEIVED (Pages 37 - 38)

To receive a report by the Internal Audit Manager.

**D Harwood
388115**

7. NATIONAL FRAUD INITIATIVE (Pages 39 - 44)

To receive a report by the Internal Audit Manager on the National Fraud Initiative of 2012 and the work undertaken on resolving potentially fraudulent matches provided by the Audit Commission.

**D Harwood
388115**

8. INTERNAL AUDIT OPINIONS (Pages 45 - 52)

To receive a report by the Internal Audit Manager explaining the terminology associated with the annual internal audit opinion and internal audit reports.

**D Harwood
388115**

9. INTERNAL AUDIT INTERIM PROGRESS REPORT (Pages 53 - 60)

To consider a report by the Internal Audit Manager summarising the activity of the Internal Audit Service during the period 1st April to 31st December 2013.

**D Harwood
388115**

10. EXTERNAL AUDITORS: ISA 260 REPORT - 2012/13 IMPLEMENTATION OF RECOMMENDATIONS (Pages 61 - 68)

To receive a report by the Assistant Director (Finance and Resources) regarding the implementation of recommendations by the Council's External Auditors.

**C Mason
388157**

11. WORK AND TRAINING PROGRAMME (Pages 69 - 72)

To consider a report by the Internal Audit Manager.

**D Harwood
388115**

Dated this 20 day of January 2014



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 Cabinet.

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.