

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 23 JULY 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 IN THE CIVIC SUITE COMMENCING AT 6PM ON LEGISLATIVE AND PROPER PRACTICE REQUIREMENTS.

APOLOGIES

**Contact
(01480)**

1. MINUTES (Pages 1 - 8)

To approve as a correct record the Minutes of the meeting held on 14th May 2014.

**Mrs H J Taylor
388008**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.

3. IMPLEMENTATION OF AGREED AUDIT ACTIONS

To receive a verbal update from the Managing Director.

**Mrs J Lancaster
388001**

**4. INTERNAL AUDIT AND RISK MANAGER JOB DESCRIPTION
(Pages 9 - 12)**

To receive a report by the Head of Resources.

**C Mason
388157**

5. CORPORATE GOVERNANCE - PROGRESS REPORT (Pages 13 - 14)

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

**Mrs H J Taylor
388008**

**6. OFFICE OF THE SURVEILLANCE COMMISSIONER- RIPA
INSPECTION 4TH JUNE 2014 (Pages 15 - 28)**

To receive a report by the Corporate Fraud Manager on the inspection by the Interception of Communications Commissioner.

**N Jennings
388840**

7. FRAUD WORKING GROUP

To reaffirm the membership of the Fraud Working Group, current membership is Councillors M G Baker, E R Butler, G J Harlock and P G Mitchell.

**Mrs H J Taylor
388008**

8. **PREPARING THE ANNUAL GOVERNANCE STATEMENT** (Pages 29 - 32)
- To consider a report by the Internal Audit and Risk Manager on the action taken to review the Code of Corporate Governance and seeking comments on the Council's draft Annual Governance Statement for 2013/14. **D Harwood
388115**
9. **INTERNAL AUDIT SERVICE - INTERNAL AUDIT PLAN** (Pages 33 - 42)
- To consider a report by the Internal Audit and Risk Manager regarding the Internal Audit Plan for the period April 2014 to March 2015. **D Harwood
388115**
10. **MEMBERS' ALLOWANCES SCHEME - VARIATION TO SUPPORT GUIDELINES** (Pages 43 - 48)
- To consider a report of the Head of Legal and Democratic Services proposing a variation to the Members Allowances Scheme – support guidelines relating to IT equipment and broadband connections for Members. **Ms C Deller
388007**
11. **REVIEW OF THE EFFECTIVENESS OF THE LICENSING AND PROTECTION PANEL/COMMITTEE** (Pages 49 - 56)
- By way of a report by the Internal Audit and Risk Manager, to consider the findings of a review into the effectiveness of the Licensing and Protection Panel/Committee. **D Harwood
388115**
12. **WORK AND TRAINING PROGRAMME** (Pages 57 - 60)
- To consider a report by the Internal Audit & Risk Manager. **D Harwood
388115**

Dated this 16 day of July 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.*

Non-Statutory Disclosable Interests

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

(5) *A Member has a non-statutory disclosable 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 a disclosable pecuniary interest, 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, or*
- (c) *it relates to or is likely to affect any body –*
 - (i) *exercising functions of a public nature; or*
 - (ii) *directed to charitable purposes; or*
 - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

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.