

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, 26 NOVEMBER 2014** at **6:30 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES (Pages 1 - 6)**

To approve as a correct record the Minutes of the meeting held on 25th September 2014.

**C Bulman  
388234**

**2. MEMBERS INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda Item.

**3. CORPORATE GOVERNANCE PROGRESS REPORT (Pages 7 - 14)**

To receive the Corporate Governance Progress Report.

**C Bulman  
388234**

**4. EXTERNAL AUDITORS: ANNUAL AUDIT LETTER 2013/14 (Pages 15 - 30)**

To receive a report by the Head of Resources on the Annual Audit and Inspection Letter 2013/14.

**C Mason  
388157**

**5. VALUE FOR MONEY AT HUNTINGDONSHIRE DISTRICT COUNCIL (Pages 31 - 42)**

To consider a report by the Head of Resources on the Council's achievement of Value for Money.

**C Mason  
388157**

**6. ANNUAL REPORT ON THE FREEDOM OF INFORMATION (FOI) AND ENVIRONMENTAL INFORMATION REGULATIONS (EIR) ACTS (Pages 43 - 48)**

To consider the annual report on the Freedom of Information and Environmental Regulations Acts.

**J Taylor  
388119**

**7. ANNUAL REVIEW OF WHISTLEBLOWING POLICY AND PROCEEDURE** (Pages 49 - 62)

To consider the annual review.

**D Harwood  
388115**

**8. WHISTLEBLOWING CONCERNS RECEIVED** (Pages 63 - 64)

To consider a report by the Internal Audit & Risk Manager summarising the matters that have been received under the Council's Whistleblowing Policy on the 10 month period ending October 2014.

**D Harwood  
388115**

**9. INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT**  
(Pages 65 - 74)

To consider a report detailing the work completed by the Internal Audit Service during the period April to October 2014.

**D Harwood  
388115**

**10. IMPLEMENTATION OF AUDIT ACTIONS** (Pages 75 - 80)

To consider a report by the Internal Audit and Risk Manager providing performance information for the implementation of agreed internal Audit actions for the year ending 31st October 2014.

**D Harwood  
388115**

**11. WORK PROGRAMME AND TRAINING** (Pages 81 - 84)

To consider a report by the Internal Audit and Risk Manager.

**D Harwood  
388115**

Dated this 18th day of November  
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 Claire Bulman, Democratic Services Officer, Tel No: 01480 388234 / e-mail: [Claire.Bulman@huntingdonshire.gov.uk](mailto:Claire.Bulman@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](http://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.*