

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in the **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 26 MARCH 2014** at **6:30 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES

**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 29th January 2014.

**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 - PROGRESS REPORT (Pages 7 - 8)

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

**Mrs H J Taylor
388008**

4. PROCUREMENT MEASURES TO SUPPORT COMPLIANCE (Pages 9 - 14)

To consider a report by the Procurement Manager on measures introduced or proposed to support procurement compliance.

**N Arkle
388104**

5. REVIEW OF THE COUNCIL'S CONSTITUTION (Pages 15 - 68)

To consider a report by the Head of Legal and Democratic Services seeking the Panel's views on proposed changes to the Council's Constitution.

**Ms C Deller
388007**

(Copies of the Scheme of Delegation have been provided to Panel Members only)

6. EXTERNAL AUDIT: AUDIT PLAN 2013/14 (Pages 69 - 106)

To receive a report from the Accountancy Manager on the external audit plan for 2013/14.

**C Mason
388157**

7. ACCOUNTING POLICIES FOR THE ANNUAL FINANCIAL REPORT 2013/14 (Pages 107 - 118)

To receive a report from the Accountancy Manager seeking approval of accounting policies for the 2013/14 accounts.

**C Mason
388157**

8. **EMPLOYEE HANDBOOK** (Pages 119 - 120)
- To consider a report by the Internal Audit Manager seeking endorsement for a proposed Employee's Code of Conduct. **D Harwood
388115**
9. **AUDIT COMMITTEE GUIDANCE** (Pages 121 - 126)
- To receive a report by the Internal Audit and Risk Manager on new guidance by CIPFA – Audit Committees Practical Guidance for Local Authorities and Police 2013. **D Harwood
388115**
10. **RISK REGISTER UPDATE** (Pages 127 - 140)
- To receive a report by the Internal Audit and Risk Manager providing an update on the Risk Register. **D Harwood
388115**
11. **WORK AND TRAINING PROGRAMME** (Pages 141 - 144)
- To consider a report by the Internal Audit Manager. **D Harwood
388115**

Dated this 18 day of March 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.