

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, 9 MARCH 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 5 - 12)

To approve as a correct record the Minutes of the meeting held on 2<sup>nd</sup> December 2015.

**M Sage  
388169**

**2. APPOINTMENT OF VICE-CHAIRMAN**

Following changes to the membership of the Corporate Governance Panel, to appoint a Vice-Chairman for the remainder of the municipal year.

**3. MEMBERS' INTERESTS**

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

**4. CORPORATE GOVERNANCE PANEL PROGRESS REPORT**  
(Pages 13 - 20)

To receive the Corporate Governance Panel Progress Report.

**M Sage  
388169**

**5. EXTERNAL AUDIT PLAN 2015/16** (Pages 21 - 46)

To consider a report regarding the External Audit Plan for 2015/16.

**C Mason  
388157  
O Corbert  
388067**

**6. GRANT CERTIFICATION 2014/15** (Pages 47 - 60)

To receive the External Auditor's Annual Certification Report 2014/15

**C Mason  
388157  
J Taylor  
388119  
A Burns  
388122**


**7. CODE OF FINANCIAL MANAGEMENT AND CODE OF PROCUREMENT FOR 2016/17** (Pages 61 - 96)

To consider a report on the Code of Financial Management and the Code of Procurement.

**C Mason  
388157  
N Arkle**

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|-----|---|--|
| 8.  | <b>REVIEW OF THE CONSTITUTION</b> (Pages 97 - 310)<br><br>To consider a report by the Service Director (Resources).   | 388104<br><br>J Slatter<br>388301        |
| 9.  | <b>INTERNAL AUDIT SERVICE: INTERNAL AUDIT PLAN 2016-17</b><br>(Pages 311 - 318)<br><br>To receive a report detailing Internal Audit's annual planning process and to approve the Internal Audit Plan for the 1 <sup>st</sup> April 2016 to 31 <sup>st</sup> March 2017. | D Harwood<br>388115                      |
| 10. | <b>ACCOUNTING POLICIES FOR THE ANNUAL FINANCIAL REPORT 2015/16</b> (Pages 319 - 326)<br><br>To approve the amendments required to the existing accounting policies.   | C Mason<br>388157<br>R Maxwell<br>388117 |
| 11. | <b>PROGRESS ON ISSUES ARISING FROM THE 2014/15 ANNUAL GOVERNANCE STATEMENT</b> (Pages 327 - 332)<br><br>To report on progress to date regarding the introduction of two key improvement areas contained in the 2014/15 Annual Governance Statement.                     | D Harwood<br>388115                      |
| 12. | <b>IMPLEMENTATION OF AUDIT ACTIONS</b> (Pages 333 - 338)<br><br>To consider a report providing performance information regarding the implementation of internal audit actions for the year ending 31 <sup>st</sup> January 2016.  | D Harwood<br>388115                      |

Dated this 1 day of March 2016



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 Melanie Sage, Democratic Services Team, Tel No. 01480 388169/e-mail [Melanie.Sage@huntingdonshire.gov.uk](mailto:Melanie.Sage@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 Elections & 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.*