

A meeting of the **CORPORATE GOVERNANCE COMMITTEE** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 22 MARCH 2017** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 6)

To approve as a correct record the Minutes of the meeting held on 25th January 2017.

**L Jablonska
388004**

2. MEMBERS' INTERESTS

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

3. CORPORATE GOVERNANCE PANEL PROGRESS REPORT
(Pages 7 - 12)

To receive the Corporate Governance Panel Progress Report.

**L Jablonska
388004**

4. GRANT CERTIFICATION 2015/16 (Pages 13 - 26)

To consider and comment on a report by the Benefits Development & Support Team Manager to which is attached the External Auditor's Annual Certification Report 2015/16.

**B Huggins
388479
J Taylor
388119
A Burns
388122**

5. CODE OF PROCUREMENT (Pages 27 - 50)

To consider a report by the Head of Resources on the outcome of the annual review of the Code of Procurement.

**N Arkle
388104**

6. THE CODE OF CONDUCT AND THE REGISTER OF DISCLOSABLE PECUNIARY INTERESTS (Pages 51 - 58)

To consider a report by the Members' Support Assistant on the Code of Conduct and the Register of Disclosable Pecuniary Interests.

**L Jablonska
388004**

7. **PROGRESS REPORT ON BUSINESS CONTINUITY PLANNING**
(Pages 59 - 62)
- To consider a report by the Corporate Team Manager outlining the progress made in revising the Business Continuity Plans.
- A Dobbyne
388100**
8. **EXTERNAL AUDIT PLAN 2016/17** (Pages 63 - 86)
- To consider a report by the Head of Resources on the External Audit Plan for 2016/17.
- C Mason
388157
A Forth
388605**
9. **EXTERNAL AUDITOR ISA 260 REPORT - IMPLEMENTATION OF RECOMMENDATIONS** (Pages 87 - 90)
- To consider a report by the Head of Resources on the implementation of two external audit recommendations.
- A Forth
388605**
10. **ACCOUNTING POLICIES FOR ANNUAL FINANCIAL REPORT 2016/17** (Pages 91 - 100)
- To consider a report by the Head of Resources recommending changes to the Council's adopted accounting policies.
- A Forth
388605**
11. **INTERNAL AUDIT SERVICE: INTERNAL ANNUAL PLAN** (Pages 101 - 108)
- To consider a report by the Audit and Risk Manager outlining Internal Audit's annual planning process and seeking approval for the Internal Audit Plan for the period 1 April 2017 to 31 March 2018.
- D Harwood
388115**
12. **IMPLEMENTATION OF AUDIT ACTIONS** (Pages 109 - 112)
- To consider a report by the Audit and Risk Manager outlining progress in the introduction of agreed internal audit actions.
- D Harwood
388115**
13. **PROGRESS ON ISSUES ARISING FROM THE 2015/16 ANNUAL GOVERNANCE STATEMENT** (Pages 113 - 116)
- To consider a report by the Audit and Risk Manager detailing progress that has been made in introducing the key improvement areas arising from the 2015/16 Annual Governance Statement.
- D Harwood
388115**
14. **REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE COMMITTEE** (Pages 117 - 126)
- To consider a report by the Audit and Risk Manager detailing the outcomes of a review of Committee's effectiveness.
- D Harwood
388115**

Dated this 14th day of March 2017



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 Lisa Jablonska, Democratic Services, Tel: 01480 388004 / email Lisa.Jablonska@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 (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.