

A meeting of the **CORPORATE GOVERNANCE COMMITTEE** will be held in **CIVIC SUITE 0.1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 17 JANUARY 2018** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 29th November 2017.

**A Roberts
388015**

2. MEMBERS' INTERESTS

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

3. COMMUNITY GOVERNANCE REVIEW - GREAT AND LITTLE GIDDING PARISH COUNCIL (Pages 9 - 10)

To consider a report by the Elections and Democratic Services Manager on the request by Great and Little Gidding Parish Council for a Community Governance Review.

**L Jablonska
388004**

4. LEAD AND DEPUTY INDEPENDENT PERSONS (Pages 11 - 14)

To consider a report by the Elections and Democratic Services Manager and Deputy Monitoring Officer on the appointment of Lead and Deputy Independent Persons.

**L Jablonska
388004**

5. UPDATE ON CODE OF CONDUCT AND REGISTER OF DISCLOSABLE PECUNIARY INTERESTS (Pages 15 - 22)

To consider a report by the Policy, Performance and Transformation Manager on the Code of Conduct and the Register of Disclosable Pecuniary Interests.

**T Batha
388924**

6. ANNUAL REPORT ON COMPLIANCE WITH FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS ACTS (Pages 23 - 28)

To consider a report on requests for information received by the Council under Freedom of Information Regulations Acts and to highlight any issues encountered and actions to be taken to improve performance.

**J Brooks
01954 713318**

7. REVIEW OF CODE OF FINANCIAL MANAGEMENT AND CODE

OF PROCUREMENT

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

A Forth
388605
N Arkle
388104

8. PROGRESS ON ISSUES ARISING FROM THE 2016/17 ANNUAL GOVERNANCE STATEMENT (Pages 29 - 36)

To receive a report by the Internal Audit and Risk Manager on progress on introducing the key improvement areas contained in the 2016/17 Annual Governance Statement.

D Harwood
388115

9. NON-IMPLEMENTATION OF AUDIT ACTIONS (Pages 37 - 52)

To consider a report by the Head of Resources containing an update following the introduction of a new framework for managing and reporting audit actions.

C Mason
388157

10. INTERNAL AUDIT SERVICE INTERIM PROGRESS REPORT (Pages 53 - 60)

To receive an interim report by the Audit and Risk Manager on the performance of the Internal Audit Service for the period April to November 2017.

D Harwood
388115

11. CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT (Pages 61 - 64)

To receive the Corporate Governance Committee Progress Report.

A Roberts
388015

Dated this 9 day of January 2018



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 Anthony Roberts, Democratic Services, Tel: 01480 388015 / email Anthony.Roberts@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.