

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, 13 JUNE 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 - 12)

To approve as correct records the Minutes of the meetings of the Committee held on 28th March and 23rd May 2018.

**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. UPDATE ON CODE OF CONDUCT AND REGISTER OF DISCLOSABLE PECUNIARY INTERESTS** (Pages 13 - 20)

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

**T Batha  
388924**

**4. CODE OF CONDUCT COMPLAINTS - UPDATE** (Pages 21 - 24)

To consider a report by the Elections and Democratic Services Manager and Deputy Monitoring Officer on cases of alleged breaches of the Code of Conduct,

**L Jablonska  
388004**

**5. EXCLUSION OF THE PRESS AND PUBLIC**

To resolve:

that the press and public be excluded from the meeting because the business to be transacted contains information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**6. ANNUAL REVIEW OF BENEFITS RISK BASED VERIFICATION POLICY** (Pages 25 - 42)

To consider a report by the Revenues and Benefits Manager regarding revisions to the Risk Based Verification Policy.

**A Burns  
388122**

**7. RE-ADMISSION OF THE PRESS AND PUBLIC**

To resolve:

that the press and public be re-admitted to the meeting.

**8. REVIEW OF FRAUD INVESTIGATION ACTIVITY** (Pages 43 - 54)

To consider a report by the Revenues and Benefits Manager containing a summary of the activity of the Council's Corporate Fraud Team in 2017/18, including the number of investigations undertaken, types of investigation and the value of the fraud identified.

**L Martin  
388861**

**9. REVIEW OF REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY** (Pages 55 - 94)

To consider a report by the Revenues and Benefits Manager on the outcome of the review of the Regulation of Investigatory Powers Act (RIPA) Policy.

**L Martin  
388861**

**10. LOCAL CODE OF CORPORATE GOVERNANCE** (Pages 95 - 122)

To consider a report by the Internal Audit and Risk Manager on proposed changes following a review of the Local Code of Corporate Governance.

**D Harwood  
388115**

**11. WHISTLEBLOWING POLICY, GUIDANCE AND CONCERNS RECEIVED** (Pages 123 - 134)

To consider a report by the Internal Audit and Risk Manager on the outcome of a review of the Whistleblowing Policy and Guidance and on the allegations received under the Policy in the year to the end of March 2018.

**D Harwood  
388115**

**12. INTERNAL AUDIT SERVICE: ANNUAL REPORT 2017/18** (Pages 135 - 152)

To consider the annual report and opinion of the Internal Audit and Risk Manager.

**D Harwood  
388115**

**13. ANNUAL REPORT OF THE COMMITTEE** (Pages 153 - 166)

To consider the Annual Report to the Council in respect of the year ending April 2018 on the work that has been undertaken by the Corporate Governance Committee.

**D Harwood  
388115**

**14. CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT** (Pages 167 - 168)

To receive the Corporate Governance Committee Progress Report.

**A Roberts  
388015**

Dated this 5 day of June 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](mailto: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](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.*