

A meeting of the **CORPORATE GOVERNANCE COMMITTEE** will be held as a **REMOTE MEETING VIA ZOOM** on **WEDNESDAY, 24 MARCH 2021** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting of the Committee held on 27th January 2021.

Contact Officer: H Peacey - (01223) 752548

2. MEMBERS' INTERESTS

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

Contact Officer: Democratic Services - (01223) 752548

3. COMMUNITY GOVERNANCE REVIEW - ALCONBURY & ALCONBURY WESTON PARISH COUNCIL (Pages 11 - 24)

To receive a report from the Elections and Democratic Services Manager considering requests from Alconbury and Alconbury Weston Parish Councils to undertake a Community Governance Review.

Contact Officer: L Jablonska - (01480) 388004

4. ANNUAL COMPLAINTS REPORT 2019/20 (Pages 25 - 36)

To provide Members with information on complaints referred to the Local Government & Social Care Ombudsman and those received by the Council during April 2019 – March 2020.

Contact Officer: L Sboui - (01480) 388032

5. DATA PROTECTION COMPLIANCE: UPDATE ON ACTION PLAN (Pages 37 - 46)

To receive an update from the Information Governance Manager & Data Protection Officer on the actions identified as part of the Data Protection Compliance gap analysis (review).

Contact Officer: M Govier - Infogov@3csharedservices.org

6. SINGLE TENDER AWARDS (Pages 47 - 50)

To receive a report on the single tenders/quotes approved by Heads of Service/Assistant Directors.

Contact Officer: T Evans/R Sagar - (07729) 479446 / Roy.Sagar@3csharedservices.org

7. INTERNAL AUDIT PLAN 2021/22 & INTERNAL AUDIT CHARTER (Pages 51 - 80)

To receive a report from the Acting Internal Audit Manager outlining the Internal Audit Plan 2021/22 & Internal Audit Charter.

Contact Officer: D Moss - (01480) 388475

8. IMPLEMENTATION OF INTERNAL AUDIT ACTIONS (Pages 81 - 88)

To receive a report from the Acting Audit Manager providing an update on the implementation of audit actions since the last meeting.

Contact Officer: D Moss - (01480) 388475

9. PROGRESS ON ANNUAL GOVERNANCE STATEMENT 2019/20 - SIGNIFICANT ISSUES (Pages 89 - 96)

To receive a report outlining progress on issues arising from the 2019/20 Annual Governance Statement.

Contact Officer: D Moss - (01480) 388475

10. CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT (Pages 97 - 98)

To receive the Corporate Governance Committee Progress Report.

Contact Officer: H Peacey - (01223) 752548

17 day of March 2021



Head of Paid Service

Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests

Further information on [Disclosable Pecuniary Interests and Non - Statutory Disclosable Interests is available in the Council's Constitution](#)

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Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Habbiba Peacey, Democratic Services Officer, Tel: (01223) 752548 / email: Habbiba.Peacey@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.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Agenda and enclosures can be viewed on the [District Council's website](#), together with a link to the Broadcast of the meeting.