

A meeting of the **CORPORATE GOVERNANCE COMMITTEE** will be held as a **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **WEDNESDAY, 24 JANUARY 2024 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

APOLOGIES

Contact Officer:

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting of the Committee held on 29th November 2023.

Contact Officer: Democratic Services - (01480) 388169

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

Contact Officer: Democratic Services - (01480) 388169

3. LEAD AND DEPUTY INDEPENDENT PERSONS (Pages 9 - 12)

To recommend to Council the appointment of Lead and Deputy Independent Persons as required by the Localism Act 2011.

Contact Officer: L Jablonska - (01480) 388004

4. OUTCOME OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2023
(Pages 13 - 30)

To receive a report from the Elections and Democratic Services Manager on the Polling Districts and Polling Places Review Consultation Outcome.

Contact Officer: L Jablonska - (01480) 388004

5. DISPOSALS & ACQUISITIONS POLICY: LAND AND PROPERTY - UPDATE ON THRESHOLDS (Pages 31 - 34)

To update members on the Disposals & Acquisitions Policy.

Contact Officer: K Sutton - (01480) 387072

6. RISK REGISTER (Pages 35 - 48)

To receive a report from the Director of Finance and Corporate Resources on the Councils Risk Register.

Contact Officer: Karen Sutton - 01480 387072

7. IMPLEMENTATION OF AUDIT ACTIONS (Pages 49 - 60)

To receive a report on the Implementation of Audit Actions

Contact Officer: Deborah Moss - 01480 388475

8. DELEGATED AUTHORITY TO AMEND THE INTERNAL AUDIT PLAN AND PROPOSED AMENDMENTS TO THE PLAN. (Pages 61 - 64)

To receive a report on the delegation of authority to amend the Internal Audit Plan and outlining the proposed amendments to the plan.

Contact Officer: Deborah Moss - 01480 388475

9. COMMITTEE EFFECTIVENESS SELF-ASSESSMENT, IMPROVEMENT ACTION PLAN, AND AREAS FOR KNOWLEDGE BUILDING - (TO FOLLOW)

Members are asked to consider in advance of the meeting areas of Council activity that they would like a greater understanding of.

Contact Officer: K Sutton - (01480) 387072

10. CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT (Pages 65 - 68)

To receive the Corporate Governance Committee Progress Report.

Contact Officer: Democratic Services - (01480) 388169

Dated this 31 day of January 2024

Michelle Sacks

Chief Executive and 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](#)

Filming, Photography and Recording at Council Meetings

The District Council 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.

Please contact Democratic Services, Tel: (01480) 388169 / email: Democratic.Services@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.

Agenda and enclosures can be viewed on the [District Council's website](#).

This page is intentionally left blank

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CORPORATE GOVERNANCE COMMITTEE held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN on Wednesday, 29 November 2023

PRESENT: Councillor N Wells – Chair.

Councillors A M Blackwell, J Clarke, J A Gray, J E Harvey, P J Hodgson-Jones, S A Howell, A R Jennings, P Kadewere, T D Sanderson and I P Taylor.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor E R Butler.

35 MINUTES

The Minutes of the meeting held on 27th September 2023 were approved as a correct record and signed by the Chair.

36 MEMBERS' INTERESTS

No declarations were received at the meeting.

37 INTERNAL AUDIT SERVICE: PROGRESS REPORT

The Committee received a report by the Internal Audit Manager (a copy of which is appended in the Minute Book) that informed Members of the work completed and was undertaken by the Internal Audit Service. It incorporated not only progress against the Internal Audit Plan but also audit actions tracking information. Which provided visibility to Members of the progress being made in closing out audit actions in order to mitigate risk impacts and to strengthen governance. It also provided information of any resource information from within the Team and any revised Internal Audit Plan for the remainder of the year which can be used for informing the Committee on any governance issues or developments.

The Committee noted tracking information on overdue audit actions – those actions that have not been implemented by management by the agreed due date. Currently there are 23 such overdue actions (26 reported to the Committee in the last report) and this report presents the action owners' updates on progress.

The risk management and Business Continuity Planning (BCP) summary findings are reported (with caveat that the BCP is still at draft stage) together with initial details of the District Council response and update.

In accordance with the Internal Audit Charter, the Internal Audit Manager continues to report functionally to the Corporate Governance Committee and administratively to the Director of Finance and Corporate Resources. They have

maintained organisational independence and have had no constraints placed upon them in respect of determining overall audit coverage, audit methodology, the delivery of the audit plan or proposing actions for improvement or forming opinions on individual audit reports issued.

As a result of discussions on the report the Chair moved, and it was

RESOLVED

that the contents of the report be noted.

38 CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

The Committee received and noted a report (a copy of which is appended in the Minute Book) on progress of actions in response to any decisions taken at previous meetings.

As a result of discussions on the report the Chair moved, and it was

RESOLVED

that the contents of the report be noted.

39 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

40 CORPORATE GOVERNANCE COMMITTEE EFFECTIVENESS

The Committee received a high-level review that incorporated the key principles set out in CIPFA's Position Statement that are the essential factors in developing an effective audit committee. A regular self-assessment should be used to support the planning of the audit committee work programme and training plans. It will also inform the annual report.

As a result of discussions on the report the Chair moved, and it was

RESOLVED

that the areas identified for development were noted by the Committee for further action.

Chair

This page is intentionally left blank

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Appointment of Lead and Deputy Independent Persons
Meeting/Date:	Corporate Governance Committee – 24 January 2024 Council – 21 February 2024
Executive Portfolio:	Councillor S J Conboy, Executive Leader
Report by:	Elections and Democratic Services Manager & Deputy Monitoring Officer
Ward(s) affected:	All

Executive Summary

The Localism Act 2011 established the requirement for every principal authority to appoint one or more Independent Persons whose views must be sought and considered when dealing with allegations that members have breached the Code of Conduct. The terms of office of the current Lead and Deputy Independent Persons expire on 30th April 2024.

The Council is responsible for ensuring that the requirement to have Independent Persons is complied with.

The role of the Independent person has since been widened under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. These new regulations changed the localised disciplinary process in relation to the Council's Head of Paid Service, the Chief Finance Officer and the Monitoring Officer Statutory Positions. In the case of any proposed disciplinary action against such a Statutory Officer, the Council is required to appoint the Independent Persons who have been appointed for the purposes of the Member's Code of Conduct regime to the Independent Panel who make recommendations to Council regarding any decision to dismiss a statutory officer.

After consultation with the current Lead Independent Person, it is recommended that the appointment of Mrs Gillian Holmes is reaffirmed. The Corporate Governance Committee is

RECOMMENDED

that for the purposes of Section of 28 of the Localism Act 2011, the Council affirm the re-appointment of Mrs Gillian Holmes to the post of Lead Independent Person for a further two-year period to 30th

April 2026 without the need for further ratification in each year by the Council at its Annual Meeting.

1. WHAT IS THIS REPORT ABOUT?

- 1.1 This report provides the Corporate Governance Committee with an opportunity to recommend to Council the appointment of Independent Persons as required by the Localism Act 2011.

2. BACKGROUND

- 2.1 The Localism Act 2011 requires every principal authority to appoint one or more Independent Persons. The Act contains strict rules preventing a person from being appointed if they are a friend or relative to any member or officer of the authority, or of any parish council within the authority's area. It also prescribes the role of Independent Persons. They must be consulted before the authority takes a decision to investigate any allegation.
- 2.2 Independent Persons, furthermore, may be consulted by a Member of the authority against whom an allegation has been made, as well as by a Parish Councillor in similar circumstances.
- 2.3 The role of the independent person has since been widened under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. These regulations changed the localised disciplinary process in relation to the Council's Head of Paid Service, the Chief Finance Officer and the Monitoring Officer Statutory Positions. In the case of any proposed disciplinary action against such a statutory officer, the Council is required to appoint the independent persons who have been appointed for the purposes of the Member's Code of Conduct regime to the Independent Panel who make recommendations to Council regarding any decision to dismiss a statutory officer.
- 2.4 Gillian Holmes has been the Council's Lead Independent Person since September 2013 and brings a wealth of valuable knowledge and experience to the role. She also holds similar positions at other authorities with the Cambridgeshire area. Given the valuable contributions of impartial advice made by Gillian Holmes and the excellent working relationship established with the Monitoring Officer and Deputy Monitoring Officer in the period since her appointment, it is suggested that her term of office should be extended to 30th April 2026.
- 2.5 Sadly Peter Baker the Council's Deputy Independent Person passed away in September 2022. Whilst the regulations only require the Council to appoint at least one Independent Person to deal with complaints, it is intended to undertake a recruitment process during 2024 to fill this role. This will allow for any occasion when there may be a conflict of interest involving the Lead Independent Person.

3. CONSULTATION

- 3.1 The Lead Independent Person has been consulted and has indicated that she is willing to continue with her role in assisting the Corporate

Governance Committee and with Code of Conduct investigations for a further two-year term.

4. LEGAL IMPLICATIONS

- 4.1 Section 28 of the Localism Act 2011 requires the appointment of at least one Independent Person who may not be a member, a co-opted member or officer of the authority or of a parish council within the authority area. Neither may they be a close friend or relative of any of the above.

5. RESOURCE IMPLICATIONS

- 5.1 The Lead and Deputy Independent Persons receive an allowance of £1,051 and £525 respectively and shall also be entitled to claim travel for attending meetings and training events.

6. CONCLUSION

- 6.1 It is necessary to for the Council to consider and resolve these appointments in advance of their terms of office expiring. In so doing, this will provide continuity in the roles that are prescribed in legislation.

BACKGROUND PAPERS

District Council's Constitution

Localism Act 2011

The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

Corporate Governance Committee Reports/Minutes.

CONTACT OFFICER

Name/Job Title: Lisa Jablonska, Elections and Democratic Services Manager & Deputy Monitoring Officer

Tel No: (01480) 388004

Email: lisa.jablonska@huntingdonshire.gov.uk

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Polling Districts and Polling Places Review – 2024

Meeting/Date: Corporate Governance Committee – 24th January 2024
Council – 21st February 2024

Executive Portfolio: Executive Councillor for Corporate and Shared Services - Councillor M A Hassall

Report by: Elections and Democratic Services Manager

Ward(s) affected: All

Executive Summary:

Each authority is required to undertake a review of all of the polling districts and polling places in its area on a regular basis. The last full review was undertaken in October 2019 and an interim review undertaken in 2019. It is now necessary to carry out the next scheduled review which needs to be completed between 1st October 2023 and 31st January 2025. The results of the formal consultation exercise detailing the representations made are summarised in the report.

Recommendation:

The Committee is

RECOMMENDED

to note the outcome of the Polling Districts and Polling Places Review and consultation undertaken.

The Committee

RECOMMENDS

that the Council approve the Schedule of Polling Districts and Polling Places 2024 as appended to the report now submitted.

The Council is

RECOMMENDED

that the Schedule of Polling Districts and Polling Places 2024 as appended to the report now submitted be approved.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to acquaint members with details of the process involved with a statutory review of polling districts and polling places within the District and consider details of the representations made during the formal consultation process before recommending approval by the Council the Schedule of Polling Districts and Polling Places 2024.

2. BACKGROUND

- 2.1 The Electoral Commission Act 2006, as amended, placed a duty on each authority to undertake a review of all of the polling districts and polling places in its area on a regular basis. The last such review was completed in 2019. It is now necessary to carry out the next scheduled review which needs to be completed between 1st October 2023 and 31st January 2025.
- 2.2 All wards within Huntingdonshire are divided into polling districts which form the basis upon which the register of electors is produced. Most are defined by parish boundaries, but there are exceptions. The Council is responsible for dividing its area into polling districts and for keeping polling districts under review. The Council must also define a polling place for each of its polling districts within which the polling station is located.
- 2.3 Details of the process of consultation and timetable was presented to the Committee on 27th September 2023 and the Committee authorised the commencement of the polling districts and polling places review in accordance with the consultation document.

3. CONSULTATION

- 3.1 A formal consultation exercise was undertaken and hosted on the Council's website from 2nd October 2023, running until 27th November 2023, whereby all residents, County and District Councillors, MPs, Town and Parish Councils, Returning Officers, Political Agents/parties and local disability groups were asked to make comments on the existing arrangements for polling places and polling stations.
- 3.2 A small number of proposed changes were set out in the consultation document and focussed on –
- a) Creation of a new polling district for Lady Olivia Centre, Brampton
 - b) Merging polling districts FG and FK - Stow Longa
 - c) Merging of polling districts DZ and EA - St Ives North
 - d) Creation of a new polling district for Wintringham Park, St Neots
 - e) Creation of a new polling district for Bearscroft, Godmanchester
- 3.3 A total of 7 responses were received and detailed at Appendix A in the Consultation Responses Schedule. Arising from the representations

made the changes outlined in a) – d) are being confirmed as proposals for approval and in response to two representations made in respect of the proposal for Godmanchester, the responses confirmed that no changes were required to the current arrangements of polling districts or polling places. The concerns highlighted by St Neots Town Council in respect of electoral arrangements surrounding the town wards is out of scope of this review and will be investigated further after the review.

- 3.4 The revised Schedule of Polling Districts and Polling Places is detailed at Appendix B.

4. KEY IMPACTS / RISKS

- 4.1 Failure to consider all representations fully and complete the review to decide on the most appropriate polling districts and polling places may not allow the Returning Officer to run effective elections. An early review of polling arrangements in the District will reduce the risk of election failure, particularly in light of a short notice Parliamentary election scheduled in 2024.

5. TIMETABLE FOR IMPLEMENTATION

- 5.1 Polling districts will be updated for the register of electors and affected polling districts will be re-published for 1st March 2024 update to the register.

6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

- 6.1 The requirement to undertake a polling districts and polling places review aligns with Priority 3: Delivering good quality, high value-for-money services with good control and compliance with statutory obligations as set out in the Corporate Plan 2023-2028.

7. LEGAL IMPLICATIONS

- 7.1 The process for a polling district and places review is set out in Schedule A1, Representation of the People Act 1983 and the next compulsory review must be undertaken within a 16-month window between 1 October 2023 and 31 January 2025.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 The Council must undertake a review of the polling district and polling places within a period of 16 months that starts on 1st October of every fifth year after 1st October 2013. The adequacy and suitability of polling stations is regularly reviewed to ensure that premises remain suitable and accessible for electors. The Council is required to approve the Schedule of Polling Districts and Polling Places to ensure the effective delivery of elections following feedback received during the consultation period.

8.2 The Corporate Governance Committee has responsibility to consider periodic electoral reviews and review of District and Parish electoral arrangements including boundaries and other electoral matters. This report provides the Committee with details of the outcome of the consultation exercise that was undertaken.

9. LIST OF APPENDICES INCLUDED

Appendix A - Consultation Responses Schedule

Appendix B - Schedule of Polling Districts and Polling Places 2024

10. BACKGROUND PAPERS

Review of Polling Districts, polling places and polling stations guidance – The Electoral Commission.

Corporate Governance Committee - Polling Districts and Polling Places Review 2023 (27th September 2023)

CONTACT OFFICER

Name/Job Title: Lisa Jablonska, Elections and Democratic Services Manager/
Deputy Returning Officer and Deputy Electoral Registration
Officer
Tel No: (01480) 388004
Email: lisa.jablonska@huntingdonshire.gov.uk

This page is intentionally left blank

HUNTINGDONSHIRE DISTRICT COUNCIL – POLLING DISTRICTS AND POLLING PLACES REVIEW 2023/24

CONSULTATION RESPONSES SCHEDULE

CONSULTEE	WARD/PARISH	COMMENTS RECEIVED IN RESPONSE TO CONSULTATION	ACTION/PROPOSAL
Bluntisham Parish Council	Bluntisham	No concerns with existing arrangements	No action required
Farcet Parish Council	Farcet	Farcet Village Hall is still the appropriate location – disabled parking and ramp not available	Site visit of polling station required to assess requirements for ramp and disabled parking
Councillor Sarah Conboy – Executive Leader	Godmanchester, Hemingford Abbots and The Offords	No concerns with existing polling stations for Godmanchester, Hemingford Abbots and The Offords. Worked hard to include Romans Edge, Godmanchester into the Town and Judith’s Field polling station works well as it sits just on the edge of the development, easily accessible and has parking	No action required
Karen Pauley	Godmanchester	No concerns with existing polling districts and existing polling stations in Godmanchester are perfectly suitable and accessible	No action required

Acting Returning Officer – St Neots & Mid Cambridgeshire Constituency	St Neots & Mid Cambridgeshire Constituency	<p>Support the creation of a new polling district for Wintringham, formed within the current St Neots East polling district. Further support the establishment of a new polling station for this district.</p> <p>In general support the principle that each polling district should have it's own polling station, and that ideally that station would be within the polling district. Accept that the establishment of new or better polling stations is somewhat dependent on the availability and suitability of venues</p> <p>Support measures that will help disabled voters in the constituency to cast their vote as easily as possible. This includes a strong preference for using the most accessible buildings available and the provision of appropriate equipment as needed</p>	Creation of new polling district for development in Wintringham and identification of polling station if available
Abbotsley Parish Council	Abbotsley	No concerns with existing arrangements	No action required

<p>St Neots Town Council</p>	<p>St Neots</p>	<p>Agreed to the proposed creation of a new polling district for Wintringham Park, St Neots</p> <p>Identified anomalies in current arrangement –</p> <ul style="list-style-type: none"> • The town wards are currently unbalanced for councillors versus electors represented and some form of rebalancing should be carried out in the future • The town wards are also currently unbalanced in size with the largest ward having 5 councillors and the smallest 1. • The district wards / county divisions do not match up in places (leading to the 3 small 1 Councillor wards) 	<p>Creation of new polling district for development in Wintringham and identification of polling station if available</p> <p>Out of scope of the review and further discussion on electoral arrangements to be facilitated</p>
------------------------------	-----------------	---	--

This page is intentionally left blank

**Appendix B – Schedule of Polling Districts and Polling Places 2024
(Structured by current District Wards for reference only)**

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
Alconbury	Alconbury	AC	The Parish of Alconbury	Alconbury Memorial Hall, School Lane, Alconbury
	Alconbury Weston	AD	The Parish of Alconbury Weston	57 Highfield Road, Alconbury Weston
	Barham & Woolley	AF	The Parishes of Barham and Woolley and Spaldwick	Spaldwick Community Room, Spaldwick Community Primary School
	Buckworth	AN	The Parish of Buckworth	The Club Room, Cricket Club, Buckworth
	Easton	BC	The Parish of Easton	Church of St Peter, Easton
	Hamerton & Steeple Gidding	BX	The Parish of Hamerton and Steeple Gidding	Hamerton Village Hall, Hamerton
	Spaldwick	FE	The Parish of Spaldwick	Spaldwick Community Room, Spaldwick Community Primary School
	Upton & Coppingford	FN	The Parish of Upton	Upton Village Hall, Upton
	Winwick	FW	The Parish of Winwick	Winwick Village Hall, Winwick
Brampton	Brampton	AH	The Parish of Brampton	Brampton Memorial Centre, Thrapston Road, Brampton
	Brampton South	AI	The Parish of Brampton	The Lady Olivia Centre, Central Avenue, Brampton
	Huntingdon – Hinchingsbrooke Park	CS	The Hinchingsbrooke Park Ward of Huntingdon Parish	The Countryside Centre, Hinchingsbrooke Country Park, Huntingdon
Buckden	Buckden	AM	The Parish of Buckden	Buckden Methodist Hall, Buckden
	Diddington	BA	The Parish of Buckden	
	Southoe	FD	The Parish of Southoe	Southoe Village Hall, Southoe
Fenstanton	Fenstanton South	BJ	The Parish of Fenstanton	Church Centre, School Lane, Fenstanton
	Hilton	CB	The Parish of Hilton	Hilton Village Hall, Hilton

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
Godmanchester and Hemingford Abbots	Godmanchester (part)	DA	The Parish of Godmanchester	Queen Elizabeth School, Godmanchester
	Godmanchester (part)	DB	The Parish of Godmanchester	Judiths Field Hall, London Road, Godmanchester
	Hemingford Abbots	BZ	The Parish of Hemingford Abbots	Hemingford Abbots, Village Hall, Hemingford Abbots
	Offord Cluny	DH	The Offord Cluny part of the Parish of Offord Cluny and Offord D'Arcy	Offord Village Hall, Offord Cluny
	Offord D'Arcy	DJ	The Offord D'Arcy part of the Parish of Offord Cluny and Offord D'Arcy	Offord Village Hall, Offord Cluny
Great Paxton	Abbotsley	AA	The Parish of Abbotsley	Abbotsley Village Hall, Abbotsley
	Great Gransden	BR	The Parish of Great Gransden	The Reading Room, Great Gransden
	Great Paxton	BS	The Parish of Great Paxton	Community Room, Great Paxton, Primary School
	Toseland	FM	The Parish of Toseland	St Michael's Church, High Street, Toseland
	Waresley-cum-Tetworth	FT	The Parish of Waresley	Waresley Village Hall, Waresley
	Yelling	GE	The Parish of Yelling	Yelling Village Hall, Yelling
Great Staughton	Ellington	BD	The Parish of Ellington	Ellington Village Hall
	Grafham	BM	The Parish of Grafham	Grafham Village Hall
	Great Staughton	BT	The Parish of Great Staughton	Gt Staughton Village Hall, Great Staughton
	Hail Weston	BW	The Parish of Hail Weston	Hail Weston Village Hall, Hail Weston
	Perry	DM	The Parish of Perry	Perry Church, Perry

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
Hemingford Grey and Houghton	Hemingford Grey	CA	The Parish of Hemingford Grey	St James Parish Centre, 33 High Street, Hemingford Grey
	Houghton & Wyton	CE	The Parish of Houghton	Houghton & Wyton Memorial Hall, Houghton
	Wyton-on-the-Hill	CF	The Parish of Wyton	Wyton on the Hill, Primary School, Cambridge Square
Holywell-cum-Needingworth	Bluntisham	AG	The Parish of Bluntisham	Bluntisham Village Hall, Recreation Field, Mill Lane, Bluntisham
	Colne	AW	The Parish of Colne	Colne Community Hall, East Street, Colne
	Earith	BB	The Parish of Earith	Rectors Hall, Earith
	Holywell cum Needingworth	CD	The Parish of Holywell-cum-Needingworth	Needingworth Village Hall, Needingworth
Huntingdon East	Huntingdon – South	CH	The South Ward of Huntingdon Parish	MS Therapy Centre, Bradbury House, Mayfield Road, Huntingdon
	Huntingdon – East	CJ	The East Ward of Huntingdon Parish	Hartford Village Hall, Main Street
Huntingdon North	Huntingdon – South West	CG	The South West Ward of Huntingdon Parish	Methodist Church Hall, High Street, Huntingdon
	Huntingdon – Central	CL	The Central Ward of Huntingdon Parish	Cambridge Regional College, California Road
	Huntingdon – North East	CN	The North East Ward of Huntingdon Parish	St Barnabas Church Hall, Medway Road, Huntingdon
	Huntingdon – West	CP	The West Ward of Huntingdon Parish	Civic Suite, Pathfinder House, St Mary's Street, Huntingdon

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
Kimbolton	Brington	AJ	The Brington part of the parish of Brington & Molesworth	St Leonards Hall, High Street, Brington
	Molesworth	AK	The Molesworth part of the parish of Brington & Molesworth	Molesworth Village Hall, Molesworth
	Bythorn	AR	The Bythorn part of the parish of Bythorn & Keyston	Bythorn Village Hall, Bythorn
	Keyston	AS	The Keyston part of the parish of Bythorn & Keyston	Keyston Village Hall, Keyston
	Catworth	AT	The Parish of Catworth	Catworth Village Hall, Catworth
	Covington	AY	The Parish of Covington	Covington Village Hall, Covington
	Kimbolton & Stonely	DC	The Parish of Kimbolton	The Mandeville Hall, Kimbolton
	Leighton Bromswold	DE	The Parish of Leighton Bromswold	The Old School House, Leighton Bromswold
	Old Weston	DL	The Parish of Old Weston	Old Weston Village Hall, Old Weston
	Stow Longa	FG	The Parish of Stow Longa	The Old Barn, Spaldwick Road, Stow Longa
Tilbrook	FL	The Parish of Tilbrook	Tilbrook Village Hall, Tilbrook	
Ramsey	Bury	AP	The Parish of Bury	Bury Village Hall, Bury
	Ramsey (Town)	DR	The Parish of Ramsey	Ramsey Cricket Club, Cricket Field Lane
	Ramsey Heights	DS	The Ramsey Heights part of the Ramsey Parish	St Mary's Church, Ramsey Heights
	Ramsey St Mary's	DT	The Ramsey St Mary's part of the Ramsey Parish	The Barn Ashbeach School, Ashbeach Drove, Ramsey St Marys
	Ramsey Mereside	DV	The Ramsey Mereside part of the Ramsey Parish	Ramsey Mereside Village Hall, Ramsey Mereside
	Ramsey Forty Foot	DW	The Ramsey Forty Foot part of the Ramsey Parish	Ramsey Forty Foot, Village Hall, Ramsey Forty Foot

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
Ramsey (contd.)	Ramsey (Town)	DX	The Parish of Ramsey	Ramsey Library, Great Whyte, Ramsey
Sawtry	Abbots Ripton	AB	The Parish of Abbots Ripton	Abbots Ripton Village Hall, Abbots Ripton
	Kings Ripton	DD	The Parish of Kings Ripton	Kings Ripton Village Hall, Kings Ripton
	Sawtry	FA	The Parish of Sawtry	The Old School Hall, 37 Green End Road, Sawtry
	Woodwalton	GA	The Parish of Woodwalton	Woodwalton Village Hall, Woodwalton
Somersham	Somersham	FC	The Parish of Somersham	Victory Hall, Parkhall Road, Somersham
St Ives East	St Ives North	DY	The North Ward of St Ives Parish (north of ward)	Burleigh Hill, Community Centre, Constable Road
	St Ives North	DZ	The North Ward of St Ives Parish (south of ward)	Burleigh Hill, Community Centre, Constable Road
St Ives South	Fenstanton - North	BQ	The Parishes of Fenstanton and St Ives South	Church Centre, School Lane, Fenstanton and Sacred Heart Church Hall, Needingworth Road, St Ives (District Council elections only)
	St Ives South	EB	The South Ward of St Ives Parish (east of Pig Lane)	Sacred Heart Church Hall, Needingworth Road, St Ives
	St Ives South	EC	The South Ward of St Ives Parish (west of Pig Lane)	Crossways Christian Centre, Ramsey Rd, St Ives
St Ives West	St Ives West	ED	The West Ward of St Ives Parish	One Leisure Outdoor, St Ives
	St Ives Beech	EX	The Beech Ward of St Ives Parish	One Leisure Outdoor, St Ives

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
St Neots East	St Neots - East	ET	The East Ward of St Neots Parish	Love's Farm House, Kester Way, Love's Farm
	St Neots – East (South)	EV	The East Ward of St Neots Parish	Love's Farm House, Kester Way, Love's Farm (new venue TBC)
St Neots Eatons	St Neots – Eaton Ford	EN	The Eaton Ford Ward of St Neots Parish (right of Great North Road)	The Scout Hall, Mill Hill Road, Eaton Ford
	St Neots – Eaton Ford	EP	The Eaton Ford Ward of St Neots Parish (west of Great North Road)	Eatons Community Centre, The Maltings, Eaton Socon
	St Neots – Eaton Socon	ER	The Eaton Socon Ward of St Neots Parish (east of Great North Road)	The Jubilee Hall, School Lane, Eaton Socon
	St Neots – Eaton Socon	ES	The Eaton Socon Ward of St Neots Parish (west of Great North Road)	Bushmead School, Bushmead Road, Eaton Socon
St Neots Eynesbury	St Neots – Eynesbury	EF	The Eynesbury Ward of St Neots Parish (south of Hen Brook)	Berkley Street Methodist Church Hall, Eynesbury
	St Neots – Eynesbury	EG	The Eynesbury Ward of St Neots Parish (north of Hen Brook)	Bargroves Resource Centre, Cromwell Rd, Eynesbury, St Neots
	St Neots – Eynesbury	EH	The Eynesbury Ward of St Neots Parish (west of Potton Road)	Creche, One Leisure St Neots
	St Neots – Priory Park South	EJ	The Priory Park South Ward of St Neots Parish	St Neots Voluntary Welfare Association, Church Walk, St Neots
	St Neots - Church	EW	The Church Ward of St Neots Parish	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
St Neots Priory Park and Little Paxton	Little Paxton	DF	Little Paxton	Little Paxton Village Hall, Little Paxton
	St Neots - Priory Park	EL	The Priory Park Ward of St Neots Parish	St Neots Rugby Club, New Street, Priory Park
	St Neots - Crosshall	EQ	The Crosshall Ward of St Neots Parish	The Scout Hall, Mill Hill Road, Eaton Ford
Stilton, Folksworth and Washingley	Alwalton	AE	The Parish of Alwalton	Colonel Dane Memorial Hall, Alwalton
	Chesterton	AV	The Parish of Chesterton	
	Conington	AX	The Parish of Conington	Studio at Rose Cottage, The Green, Conington
	Denton and Caldecote	AZ	The Parish of Stilton	Stilton Pavilion, Stilton
	Elton	BE	The Parish of Elton	Highgate Hall, Elton
	Folksworth & Washingley	BK	The Parish of Folksworth	Folksworth Village Hall, Folksworth
	Glatton	BL	The Parish of Glatton	Glatton Village Hall, Glatton
	Great and Little Gidding	BN	The Great Gidding part of Great and Little Gidding	Great Gidding Village Hall, Great Gidding
		BP	The Little Gidding part of Great and Little Gidding	
	Haddon	BV	The Parish of Haddon	The Old Rectory, Haddon
	Morborne	DG	The Parish of Haddon	The Old Rectory, Haddon
	Holme	CC	The Parish of Holme	The Admiral Wells, Station Road, Holme
	Sibson cum Stibbington	FB	The Parish of Sibson cum Stibbington	The Christie Hall Stibbington, Elton Road, Wansford
	Stilton	FF	The Parish of Stilton	Stilton Pavilion, Stilton
Water Newton	FV	The Parish of Sibson cum Stibbington	The Christie Hall Stibbington, Elton Road, Wansford	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	PREFERRED POLLING STATION
The Stukeleys	Huntingdon – Stukeley Meadows	CR	The Stukeley Meadows Ward of Huntingdon Parish	Stukeley Meadows School, Stukeley Meadows, Huntingdon
	Great Stukeley	FH	The Great Stukeley part of The Stukeleys Parish	Gt Stukeley Village Hall. Great Stukeley
	Little Stukeley	FJ	The Little Stukeley part of The Stukeleys Parish	Lt Stukeley Village Hall, Little Stukeley
	Alconbury Weald	FQ	The Alconbury Weald part of The Stukeleys Parish	The Pavilion, The Boulevard, Alconbury Weald
Warboys	Broughton	AL	The Parish of Broughton	Broughton Village Hall, Broughton
	Old Hurst	DK	The Parish of Old Hurst	Johnson's of Old Hurst
	Pidley-cum-Fenton	DN	The Parish of Pidley-cum-Fenton	Pidley Village Hall, Pidley
	Upwood and The Raveleys	FP	The Parish of Upwood	Upwood Village Hall, Upwood
	Warboys	FR	The Parish of Warboys	Warboys Sports & Social Club, Warboys
	Warboys Fen	FS	Warboys Fen part of Warboys Parish	
	Wistow	FX	The Parish of Wistow	Wistow Village Hall
	Woodhurst	FY	The Parish of Woodhurst	Woodhurst Village Hall, Woodhurst
Yaxley	Farcet	BH	The Parish of Farcet	Farcet Village Hall
	Yaxley	GB	The Parish of Yaxley (west of Middletons Road)	Queens Park Hall, Daimler Avenue, Yaxley
	Yaxley	GC	The Parish of Yaxley (east of Middletons Road)	Austen Hall, Main Street, Yaxley

List of proposed changes for reference –

- Creation of a new polling district in Brampton: AI Brampton South
- Delete FK polling district and merge properties into polling district FG
- Delete EA polling district and merge properties into polling district DZ
- Creation of a new polling district in St Neots – East: EV St Neots – East (South)

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: **Disposals & Acquisitions Policy: Land and Property – Update on Thresholds**

Meeting/Date: Corporate Governance Committee,
24th January 2024

Executive Portfolio: Finance & Resources - Cllr Brett Mickleburgh

Report by: Karen Sutton, Director of Finance & Corporate Resources

Ward(s) affected: All

Executive Summary:

The Disposals & Acquisition Policy: Land and Property was approved by Council in December 2017. The Policy included a requirement to review the disposal and acquisition thresholds included within it.

The limits were reviewed in January 2022 with a recommendation they be reviewed again after 24 months.

Considering the wishes of the Executive Member for Strategic Finance and the use of the Policy over the past 24 months, it is proposed that the current thresholds should remain as they are at present and be reviewed again in 24 months' time.

Recommendation(s):

The Corporate Governance Committee is:

RECOMMENDED:

1. To review the report and comment as it considers necessary, and
2. Review the thresholds again in 24 months' time.

1. PURPOSE OF THE REPORT

- 1.1 To update members on the Disposals & Acquisitions Policy.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Disposals & Acquisition [Policy](#) (Policy) (please follow the link to the document) was approved by Council on the 13th December 2017, following recommendation from the Corporate Governance Panel held on the 29th November 2017. At the Corporate Governance Committee meeting it was proposed that the thresholds for acquisitions and disposals would be reviewed every two years.

The last review was in January 2022 and the current thresholds are shown in Table 1 below.

Threshold	Delegated Approval
£0 - £500,000	Chief Executive (as Head of Paid Service) and Director of Finance and Corporate Resources (as Section 151 Officer), following consultation with the Executive Councillor for Finance.
£500,000 - £2,000,000	Treasury and Capital Management Group
Over £2,000,000	Cabinet

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 Since the thresholds were last reviewed in January 2022 the Council has not acquired or disposed of any commercial property investments.
- 3.2 Following consultation with the Executive Member for Finance it is proposed the thresholds remain at the current levels as they allow for appropriate scrutiny of relevant acquisitions and disposals.
- 3.3 It is proposed the limits are reviewed again in 24 months' time.

4. KEY IMPACTS / RISKS

- 4.1 With regard to the acquisition and disposal of land and property, the current safeguards and controls are considered to be working effectively.

5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

- 5.1 This policy, and this review, links to Priority Three in the Corporate Plan:
Delivering good quality, high value-for money services with good control and compliance with statutory obligations

6. LEGAL IMPLICATIONS

- 6.1 There are no proposed changes to the current thresholds, therefore no changes will be required to the Constitution or the Code of Procurement.

7. RESOURCE IMPLICATIONS

- 7.1 There are no resource implications as a result of this review.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 To ensure the delegated thresholds remain current and effective.

CONTACT OFFICER

Name/Job Title: Karen Sutton, Director of Finance & Corporate Resources
Tel No: 01480 387072
Email: Karen.Sutton@Huntingdonshire.gov.uk

This page is intentionally left blank

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Risk Register

Meeting/Date: 24th January 2024

Executive Portfolio: Martin Hassall, Executive Councillor for Corporate & Shared Services

Report by: Karen Sutton, Director of Finance & Corporate Resources

Ward(s) affected: All or list individual Ward(s)

Executive Summary:

The Committee has requested the latest version of the Corporate Risk Register be presented at each Committee meeting.

Recommendation(s):

The Cabinet/Committee is

RECOMMENDED

To consider the report, the risks to the organisation and if these are being managed in line with the Risk Management Strategy.

1. PURPOSE OF THE REPORT

- 1.1 To inform the Committee of the Corporate Risk Register.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Effective Risk Management is a critical part of the organisation's governance. The Risk Register identifies those areas where the Council should take action to mitigate its exposure and informs the annual plan for Internal Audit. More information on this can be found in the Council's Risk Management Strategy.

The Committee requested that the Corporate Risk Register be presented at each meeting.

3. REASONS FOR THE RECOMMENDED DECISIONS

- 3.1 The Committee is asked to consider the report, the risks to the organisation, and if these are being managed in line with the Risk Management Strategy to demonstrate its effectiveness.

4. LIST OF APPENDICES INCLUDED

Appendix 1 – Corporate Risk Register – January CGC
Appendix 2 – Explanation of Risk Register terms

CONTACT OFFICER

Name/Job Title: Karen Sutton, Director of Finance & Corporate Resources
Tel No: 01480 387072
Email: Karen.Sutton@Huntingdonshire.gov.uk

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	Financial and Resources	288	Financial strain and uncertainty impacting service delivery	<p>CAUSE: Unprecedented impacts from Covid and Brexit, challenging accurate forecasting of potential shifts in consumer and business behaviour and income projections.</p> <p>EVENT: insufficient resources to make necessary decisions, hindering appropriate planning for service delivery and corporate objectives.</p> <p>EFFECT: Fluctuations in income, necessitating a responsive approach to potential reductions of incre</p>	L = 4 I = 4 Very High (16)	<p>Strategic focus on value for money, cost control and income maximisation. Strategic priority to carefully consider expenditure for non-statutory services and maximise income for commercial interests. - Move from net budget reporting to a focus on income and expenditure separately.</p> <p>Regular budget monitoring and escalation is a key control measure.</p> <p>In year this includes an in principal decision to charge for garden waste, and a robust focus on income and numbers in one leisure service plan, alongside the continued commercialisation of traded services such as CCTV, trade waste and the development of new traded services is key. Consider ways of delivering services in more effective ways, utilising the Transformation budget.</p> <p>Timely monitoring and escalation of variances against income forecasts, for corrective action to budget holders, with appropriate oversight by SLT. That we recognise and respond to the risk of Covid changing behaviours, as well as broader macro economic threats of people having less ability to pay. Better marketing and understanding of consumer priorities to protect and grow income streams.</p>	L = 2 I = 4 High (8)	Regular reporting to SLT, and timely forecasting to service managers.
Corporate Risks	Financial and Resources	289	Increased demand straining council finances	<p>CAUSE: Growing population from housing growth, impacts of an ageing population, economic pressures (inflation, cost of living), and broader effects of covid and brexit.</p> <p>EVENT: Strain on revenue budget, risking overspend, requiring additional resources, or necessitating a reduction in performance standards to manage the surge in demand.</p> <p>EFFECT: Increased strain on the Council's revenue budget.</p>	L = 3 I = 5 Very High (15)	<p>Service planning, monitoring of development activity, active management of demand and the prompt escalation of deviations from the predicted norm.</p> <p>To actively track key risk and high cost services through our refreshed performance management process enabling prompt action to be taken. To actively seek to redesign this via resourcing and leading a key change programme which reviews the way we support residents in need across a range of local providers - Financial vulnerability project. This will see us work with partners to review and define working, particularly around financial distress. Seeking to develop more holistic support which address root causes and prevent issues escalating. Climate Change Strategy Action Plan. Challenge our partners to demonstrate they are tackling these risks in an effective manner to mitigate the risk implications for us.</p>	L = 3 I = 4 High (12)	
Corporate Risks	Financial and Resources	345	Resource Shortage Risk: Hindrance to Housing Ambitions	<p>CAUSE: Council lacks sufficient resources to fulfill housing goals.</p> <p>EVENT: Inadequate resources to achieve the Council's housing plans.</p> <p>EFFECT: Struggle to meet housing targets, potential..</p>	L = 3 I = 4 High (12)	<p>To seek opportunities for external funding, to support housing initiatives. To maintain the delivery of affordable properties as part of new developments. To bring forward an updated housing strategy.</p>	L = 3 I = 3 High (9)	

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	Financial and Resources	348	Funding Gaps and Operational Disruptions: Impacts of National Policy Changes	<p>CAUSE: Introduction of new national policies lacking sufficient funding or disrupting council plans.</p> <p>EVENT: Implementation of new national policies affecting various aspects of council.</p> <p>EFFECT: Financial strain, potential disruptions in community services, challenges in achieving council goals, and the risk of legal issues for non-compliance with the introduced policies.</p>	L = 3 I = 5 Very High (15)	"Actively monitoring government circulars, and being active members in Green paper consultations (either separately as a district or wider collaboration with CC and/or CPCA), participation in webinars, guidance updates, discussion groups on emerging policy. Working with politicians to lobby for agendas that have the greatest impact on us and take an active role to ensuring policy changes have the least negative or greatest positive impact for Hunts. Consider ways in which we can work jointly with partners to minimise the cost of administering these duties."	L = 3 I = 4 High (12)	
Corporate Risks	Financial and Resources	350	General Election 2025 - Legislative Changes Impact	<p>CAUSE: Potential disruption to program plans due to expected legislation changes being halted, delayed or altered.</p> <p>EVENT: General Election 2025 affecting legislative processes and outcomes.</p> <p>EFFECT: Significant impacts on HDC, potentially leading to disruptions, delays or changes in the implementation of program plans due to altered legislation.</p>	L = 3 I = 3 High (9)		L = 3 I = 3 High (9)	

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	Information and Technology	301	Cybersecurity Risk: Growing Threat Landscape and Vulnerabilities	<p>CAUSE: Surge in attempted cyber attacks, identification of high-profile vulnerabilities in our supply chain and integrated applications, and insufficient cybersecurity measures, staff awareness, and training.</p> <p>EVENT: Increasing reliance on technology amplifies the potential impact of a cyber attack on our ability to deliver services, leading to reputational damage, financial penalties, data breaches, and potential significant downtime with data loss or encryption.</p> <p>EFFECT: Substantial consequences on our business operations, including reputational damage, financial losses, potential data breaches, and significant downtime, potentially leading to data loss or encryption.</p> <p>CAUSE: Surge in attempted cyber attacks, identification of high-profile vulnerabilities in our supply chain and integrated applications, and insufficient cybersecurity measures, staff awareness, and..</p>	L = 4 I = 5 Very High (20)	<p>1. services to each develop and evidence (via review by ICT/HR and emergency planning) a sound Business Continuity Plan for continued operations in the event of a cyber event that results in a) total loss of all ICT for a period of 2-3 weeks. No laptops, no network, no local applications, no cloud applications, no printing, no mobile CA (just SMS and calls) b) minimal ICT (internet access, some cloud hosted applications and some laptops/printing for 2-3 months) c) longer term BCP for on site hosted applications being out of action for 6 months+ This is to include support services BCP for HR/Payroll (how will we pay staff and support them), Comms (how to plan for external comms around event)</p> <p>Expansion of ICT procurement advice to enforce mandatory minimum cyber requirement for new software. (Not just buy the incumbent providers option if they don't meet cyber requirements)</p> <p>Investment in dedicated cyber security team.</p> <p>Investment in SIEM monitoring software. which is providing additional monitoring and alerting capabilities.</p> <p>See ICT service plan - Work is being undertaken with DLUHC and the Cyber (security) Assessment Framework has progressed well and the new security monitoring solution has completed the installation phase has now moved to the configuration and implementation phases. Continued benchmarking against NCSC ten step approach, and monitoring by dedicated cyber security lead. At an operational level annual staff training and focus on specific actions via the compliance task list, the delivery of lunch and learn sessions and information on intranet pages/ regular reminders in staff communications etc. To bring forward targeted updates on a measured risk basis, if cyber threat incidents or risks emerge. Maintain the CPLRF Cyber Resilience plan with partners and exercise at appropriate intervals</p> <p>Undertaking of cyber breach exercise to test preparedness.</p> <p>Use and monitoring of the NCSC ten step cyber security process. Investment in dedicated cyber security team. Quarterly reports on NCSC 10 steps assessments are circulated to Shared services board, IG board and this quarter (Q2 23/24 - a more detailed briefing / presentation was done for OGC.</p>	L = 3 I = 5 Very High (15)	<p>More training and familiarity activity for staff. More BCP planning for services and organisationally.</p> <p>Recruitment and embedding of the dedicated Cyber Security resource + agreeing a programme of work fr the first 12 months.</p> <p>NCSC 10 steps risk management process to be implemented and embedded as part of standard working practices. Reporting to be refined to provide regular information ad updates to Shared Services board and the IG boards.</p> <p>ICT and Procurement teams are working together to ensure ICT requirements - such as cyber security, continuity and availability, etc are covered appropriately as part of procurement processes going forward. This should be a standard ICT requirement / part of the system specification.</p> <p>All service areas have been asked to review and update their BC plans (e.g. in the event of an incident that impacts the availability and security of ICT services). This is being monitored through the current set of service plans which are in the process of being peer reviewed)</p> <p>Investment in to SIEM implementation and adoption - Time, funding and resource is needed for FY 22/23 and beyond.</p>

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	Information and Technology	339	Major ICT Failure Risk: Disruption to Council Operations	<p>CAUSE: Significant failure in the council's information technology (ICT) systems.</p> <p>EVENT: Major breakdown or malfunction in the council's ICT infrastructure or services.</p> <p>EFFECT: Severe disruption to council operations and services, potential data loss, service delays, and communication challenges.</p>	L = 3 = 4 High (12)	To reduce the risk of failure have existing steps & resources in place (dedicated network roles, security systems, UPS and generator power back-up etc)). Delivery of new peices of work that reduce the level of risk (e.g migration to new version of NSX in Q2 23/24 to improve service failover performance). Exisiting mitigations include, data centre split over 2 separate sites, immutable back-ups in place, separate systems management network to provide resilience in the event of high order failure, contract in place for 4 hour response if hardware replacement required due to faults. Data Centre software support in place. Regular maintenance in place to keep system updated and patched. In the event of failure to have organisational BCP measures and the identification of BCPs in service plans for 23/24. ICT are also performing their own BCP cyber related exercise and the outputs of that will be key to inform what and how services deliver their own BCP.	L = 3 = 3 High (9)	
Corporate Risks	Information and Technology	340	Information Breach Risk: Weakness in Data Security	<p>CAUSE: Potential weakness in the council's data security measures.</p> <p>EVENT: Significant breach of council information, involving unauthorized access or data theft.</p> <p>EFFECT: Exposure of sensitive information, legal consequences, financial losses, and damage to the council's reputation.</p>	L = 3 = 4 High (12)	Refresh of Information Governance arrangements - with focus on in service arrangements. Continued operation of compliance checklist and new assurance board to ensure more focus and accountability on compliance actions. To continue a focus on training, education and support for all staff (perm, FTC, contractors, agency etc) is paramount for mitigating this risk. To refresh IG management plans across all services supported by dedicated IG resource. Monitoring of performance in responding to FoI by SIRO to identify any services areas that present a performance risk and escalate where necessary	L = 3 = 3 High (9)	
Corporate Risks	Legal and Contractual	294	Weak Contract and Account Management Risks Financial Inefficiency and Business Needs	<p>CAUSE: Lack of documented processes, staff training, and consequences for non-compliance with codes/policies, leading to inadequate skills, poor planning, and time pressures.</p> <p>EVENT: Potential for unregulated providers, weak financial appraisals, and inefficient procurement, resulting in poor value for money and risks of non-delivery.</p> <p>EFFECT: Legal action from suppliers, reputational damage, financial penalties, poor value goods/services, and potential danger to customers/community</p>	L = 3 = 3 High (9)	<p>Clearly defined processes.</p> <p>Refresh of our procurement framework. Refresh of our Social value policy. Additional resource placed in procurement. Lunch and learn sessions for staff. Promotion of Code of Procurement, use of TechOne for raising and approving purchase orders and reporting on non compliance around these areas. Promoting the completion of a contracts' register.</p> <p>Routine evaluation of procurement practice through audit activity.</p> <p>Training of all budget holders in procurement practices</p>	L = 2 = 3 Medium (6)	Review procurement training and processes.

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	Operating Environment	305	Unforeseen Events Risk: External Factors and Civil Contingencies	<p>CAUSE: Increasing Cyber Security threats, global pandemics like Covid, and climate change-related weather events pose risks of significant, unplanned events.</p> <p>EVENT: Unforeseen events with a direct impact on the organization or the area, requiring a Council response.</p> <p>EFFECT: Uncertain but potentially significant impacts on resources (income/funding), increased demand, and disruptions to planned methods of delivery (people, process, or technology).</p>	L = 3 = 4 High (12)	<p>good visibility of risk register across organisation.</p> <p>Effective Business Continuity and Emergency Plan. Planning and training for a range of eventualities should hopefully provide us with options for response even if the exact risk is not entirely forecast.</p> <p>Gold, silver duty rotas, training for SLT on duty rota, lessons learnt from bronze response etc To continually reflect and improve emergency planning arrangements. Horizon scanning and planning work via quarterly formal attendance at CPLRF forum at Exec level, allied to monthly attendance at Bronze level for tactical Emergency Planners and direct financial contribution to the CPFRL partnership to fund resources that operate across the partnership</p> <p>Horizon scanning to ensure early sight of any obvious changes</p> <p>Local Resilience Forum training and development, including use of lessons learned</p> <p>Regular review of risk register.</p>	L = 3 = 3 High (9)	
Corporate Risks	Operating Environment	308	Public Sector Partnership Risk: Financial Burdens and Delivery Impact	<p>CAUSE: Reduction in central government funding combined with demographic and other pressures, leading to potential risks of decisions by one partner impacting the costs or sustainability of another.</p> <p>EVENT: Transfer of demand among agencies due to reduced input in communities, creating challenges in controlling additional demand and budget pressures.</p> <p>EFFECT: Financial and capacity impacts on the authority, potential compromise of services to the public, and increased costs falling on the Council, as all partners experience significant changes and pressures.</p>	L = 3 = 5 Very High (15)	<p>Using evidence base to identify areas of greatest need (e.g. Covid impact assessment/ Joint Strategic Needs Assessment).</p> <p>Additional burdens funding sought and chased, pursue closer alignment with partners to understand early these pressures and impacts, strategic alignment with partners to share costs (across neighbouring councils or other public sector organisations), regular review/ analysis of 'state of the district' data and demand on HDC service to be able to track and respond quickly</p> <p>Develop a multi agency approach, working closer with partners, communities and other stakeholders to deliver shared Huntingdonshire priorities.</p> <p>Development of a new Huntingdonshire Place Strategy used to provide shared aims, priorities, outcomes and actions.</p> <p>Identification of partners priorities and their delivery across partnerships e.g. Joint Health and Well Being Strategy.</p> <p>Investing senior officer time in strategic and partnership forums to support delivery of better outcomes & system wide improvements.</p> <p>Investing senior officer time in understanding partner issues, and looking to support partners with these issues (e.g. supporting strategy development, senior recruitment, address budget issues).</p>	L = 3 = 4 High (12)	Huntingdonshire Place Strategy adopted end 22/23.

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	Operating Environment	341	Industrial Action Risk: Disruption to Service Delivery	<p>CAUSE: Workforce dissatisfaction or disagreement on employment issues like wages or working conditions.</p> <p>EVENT: Initiation of industrial action, including strikes or other forms of labor protests.</p> <p>EFFECT: Impact on service delivery and corporate plan objectives due to disruptions caused by the industrial action.</p>	L = 4 I = 3 High (12)	Open and transparent conversations about pay with staff and their representatives, being clear on the cost and implications of demands. The development and maintenance of business continuity plans in the event of industrial action, to seek to mitigate the impacts. Proactive communication with residents and communities who could be impacted in the event of the threat of industrial action. The co-production with the workforce of a Workforce Strategy to prepare the Council for the changing skills needed in our future workforce, and to ensure that we can continue to attract, retain and nurture talent.	L = 3 I = 3 High (9)	
Corporate Risks	Operating Environment	342	Shared Service Breakdown Risk: Disruption to IT Services	<p>CAUSE: Breakdown in relations between the council and 3C shared service partners.</p> <p>EVENT: Significant deterioration in the working relationship and cooperation between the council and 3C shared services.</p> <p>EFFECT: Disruption of IT services and projects, potentially resulting in IT failures, project delays, and increased costs for the council.</p>	L = 2 I = 4 High (8)	Re-baselining of all ICT costs currently underway. Strategic conversations about the future direction of ICT scheduled for 2023, to clarify requirements and service expectations going forward. Active review of partnership working between three councils also being proposed. Regular board meetings between all parties to discuss/resolve issues and ensure services being delivered are still relevant and effective. Dispute resolution protocols.	L = 2 I = 3 Medium (6)	
Corporate Risks	Operating Environment	347	Development Management Risk: Impaired Achievement of Commitments	<p>CAUSE:: Council lacks skills and/or resources for economic growth in the District.</p> <p>EVENT:: Failure to achieve housing, economic growth, and environmental commitments.</p> <p>EFFECT: Non-achievement of NDR funding growth, unmet resident outcomes, and a threat to the future prosperity of the district.</p>	L = 4 I = 4 Very High (16)	Undertake the Development Management Improvement programme to improve the performance of the planning service To continue enhanced performance management activity and focus on maintaining capacity in the team. "	L = 3 I = 3 High (9)	
Corporate Risks	People	292	Council capacity and focus risks for corporate plan delivery	<p>CAUSE: inability to effectively manage diverse programmes and change projects, leading to challenges in achieving MTFS financial targets and improved resident outcomes. Causes include ineffective resource management, poor performance monitoring, unclear corporate priorities, and a lack of alignment between work programs and local service plans.</p> <p>EVENT: difficulty unifying and managing various programs, hindering the delivery of MTFS</p>	L = 4 I = 4 Very High (16)	<p>* Strengthen linkage between strategic and corporate priorities and programmes and projects delivered.</p> <p>*Ongoing review of Corporate priority programmes, projects & activities, including use of internal audit and external consultants. *Ongoing review of the Council's approach to programme and project management ensuring a significant focus on delivery across the whole Council.</p> <p>*All SLT members advocates and champions of adopted, proportionate and risk based approach. *Ongoing review of corporate officer governance.</p> <p>New corporate plan developed and endorsed by Full Council in line with the clear objectives of the Council and clarity of actions being developed to deliver this, and alignment of MTFS against this. With clear and transparent quarterly reporting regime against this. Refreshed project oversight to monitor and deliver outcomes.</p>	L = 3 I = 3 High (9)	<p>*Spring 22 SLT restructure</p> <p>* New approach to 22/23 Service Plans established by end March 22.</p> <p>*Q1 22/23 implementation of SLT re-structure.</p> <p>*By end Q322/23 review of internal officer governance completed.</p>

Risk Area	Sub Risk Area	Risk Ref	Risk Title	Cause, Event, Effect	Inherent Risk Priority (IL x II)	Risk Control / Mitigation	Residual Risk Priority (RL x RI)	Action Required
Corporate Risks	People	346	Workforce Recruitment and Retention Challenge	<p>CAUSE: Council faces difficulties in attracting and retaining well-trained staff.</p> <p>EVENT: Challenges in recruiting and retaining staff with the required skills and training.</p> <p>EFFECT: Potential workforce gaps leading to delays, diminished service quality, and difficulties in fulfilling various duties for the council.</p>	L = 4 I = 4 Very High (16)	To deliver a renewed Workforce Strategy to prepare the Council for the changing skills needed in our future workforce, and to ensure that we can continue to attract, retain and nurture talent. To bring forward a new communications strategy which includes consideration of how to market HDC to potential employees. To reinvigorate the Employee Reps group, so that employees have a greater sense of involvement in, and commitment to, the organisation.	L = 4 I = 3 High (12)	
Corporate Risks	Policy and Process	343	Resource and Process Deficiencies: Hindrance to Council Objectives	<p>CAUSE: Insufficient allocation, planning, governance, or internal processes within the council.</p> <p>EVENT: Inadequacies lead to challenges in fulfilling the council's objectives or legal responsibilities.</p> <p>EFFECT: Council may struggle to achieve goals or fulfill legal duties, potentially resulting in service disruptions, legal issues, and reduced effectiveness.</p>	L = 2 I = 4 High (8)	Review of organisational governance and framework of assurance in place across organisational governance & risk, performance, project and programme delivery, strategic opportunities. ToR and membership reviewed and updated, to ensure Boards have appropriate data to review monthly, are empowered to make mitigation decisions and actively look to review and amend processes in line with emerging impacts, trends and pressures. A refresh of our Emergency Plan and Business Continuity plan activity. Organisation constitution in place that defines delegated authority limits and roles and responsibilities of Officers and Members. To complete senior recruitment .	L = 2 I = 3 Medium (6)	
Corporate Risks	Policy and Process	344	Inadequate Internal Reporting: Impeding Timely Response to Resource Challenges	<p>CAUSE: Council's internal reporting lacks speed and coordination.</p> <p>EVENT: Resource shortages or increased demand occur, and the council's reporting systems cannot promptly identify and address issues.</p> <p>EFFECT: Delayed and ineffective responses, making it challenging for the council to address resource shortages or increased demand effectively.</p>	L = 3 I = 3 High (9)	Complete refresh of performance management approach which will focus on more strategic measures and active management of cases that step outside agreed risk parameters. To embed greater focus on income and cost and not just net impact at financial reporting. To fully embed Risk Management thinking so that potential issues are monitored proactively.	L = 3 I = 3 High (9)	

This page is intentionally left blank

Appendix B

Understanding the Risk Register, A Guide to Terms Used

Term	Meaning
Cause	This describes why a risk might happen e.g., a driver of a car not paying sufficient attention to their driving.
Event	This is what is likely to trigger a risk event e.g., in the same example, this could be the driver hitting another car.
Effect	This describes what is envisaged to happen if the risk occurs e.g., if the driver hit another car, it could cause physical damage and possibly injury to occupants.
Inherent Risk	The inherent risk score is what the risk would be if the organisation did nothing.
Residual Risk	This is what the risk score is anticipated to be once the organisation has taken action to reduce the likelihood or impact of a risk.
Risk Control/Mitigation	<p>This describes the action taken by the organisation to move from the inherent “do nothing” risk to the residual risk e.g., introduce driver awareness and skills training. If risk control action is taken, this is expected to lessen the likelihood or impact of a risk and therefore the residual risk score should be less than the inherent risk score.</p> <p>NB. It is not always possible to take action to mitigate a risk, or the cost of taking mitigating action might exceed the anticipated financial impact of the risk arising.</p>
Risk Score	To help assess the severity of a risk, scores are allocated to it depending upon the expected likelihood or impact, the table below describes these.

Risk Assessment Scoring Matrix:

Likelihood / Frequency	Almost Certain	5	Medium	High	Very High	Very High	Very High
	Likely	4	Medium	High	High	Very High	Very High
	Occasional	3	Low	Medium	High	High	Very High
	Unlikely	2	Low	Low	Medium	High	High
	Improbable	1	Low	Low	Medium	High	High
			1	2	3	4	5
			Trivial	Minor	Significant	Major	Critical
			Impact				

Likelihood / Frequency

Alternatively this could be expressed as likely to happen within the next:

- | | | |
|---------------------------|--|----------|
| 5 = Almost Certain | Will definitely occur, possibly frequently. | Month |
| 4 = Likely | Is likely to occur, but not persistently. | Year |
| 3 = Occasional | May occur only occasionally. | 3 years |
| 2 = Unlikely | Do not expect it to happen but it is possible. | 10 years |
| 1 = Improbable | Can't believe that this will ever happen, but it may occur in exceptional circumstances. | 20 years |

When considering Health & Safety related risks, the likelihood should be expressed as being likely to happen within the next:

- | | |
|-----------------------|---------|
| 4 = Likely | Monthly |
| 3 = Occasional | Yearly |
| 2 = Unlikely | 5 years |

Further advice on assessing Health & Safety risks can be obtained from the Health & Safety Manager

Impact

Risks will be evaluated against the following scale. If a risk meets conditions for more than one category, a judgement will need to be made as to which level is the most appropriate. For example, if a particular health and safety risk was significant, could result in minor short-term adverse publicity in the local media but had only a trivial financial impact, it might still be categorised as significant.

1 = Trivial event or loss, which is likely to:

- cause minor disruption to service delivery on one or two consecutive days, not noticeable to customers.
- increase the Council's net cost over the 5 year medium term financial strategy (MTFS) period by £50,000 or less.
- be managed with no reporting in the local media.
- cause localised (one or two streets) environmental or social impact.

2 = Minor event or loss, which is likely to:

- cause minor, noticeable disruption to service delivery on one or two consecutive days.
- increase the Council's net cost over the 5 year MTFS period by more than £50,000 but less than £100,000.
- result in minor short-term (up to a fortnight) adverse publicity in the local media
- * be a Health and Safety (H&S) concern that results in an injury but 7 days or less off work
- have a short term effect on the environment i.e. noise, fumes, odour, dust emissions etc., but with no lasting detrimental impact

3 = Significant event or loss, which is likely to:

- cause disruption for between one and four weeks to the delivery of a specific service which can be managed under normal circumstances.
- affect service delivery in the longer term.
- increase the Council's net cost over the 5 year MTFS period by more than £100,000 but less than £250,000.
- result in significant adverse publicity in the national or local media.
- * be a Health and Safety concern that results in more than 7 days off work or is a specified injury, dangerous occurrence or disease that is required to be reported to the H&S Executive in accordance with 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR)
- has a short term local effect on the environment, or a social impact, that requires remedial action.

4 = Major event or loss, which is likely to:

- have an immediate impact on the majority of services provided or a specific service within one area, so that it requires Managing Director involvement.

- increase the Council's net cost over the 5 year MTFS period by more than £250,000 but less than £500,000.
- raise concerns about the corporate governance of the authority and / or the achievement of the Corporate Plan
- cause sustained adverse publicity in the national media.
- significantly affect the local reputation of the Council both in the long and short term
- * results in the fatality of an employee or any other person
- have a long term detrimental environmental or social impact e.g. chronic and / or significant discharge of pollutant

5 = Critical event or loss, which is likely to:

- have an immediate impact on the Council's established routines and its ability to provide any services and cause a total shutdown of operations.
- increase the Council's net cost over the 5 year MTFS period by more than £500,000.
- have an adverse impact on the national reputation of the Council both in the long and short term.
- have a detrimental impact on the environment and the community in the long term e.g., catastrophic and / or extensive discharge of persistent hazardous pollutant.

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Implementation of Internal Audit Actions

Meeting/Date: Corporate Governance Committee – 24th January 2024

Executive Portfolio: Executive Councillor for Corporate & Shared Services, Councillor Martin Hassall

Report by: D Moss, Internal Audit Manager

Ward(s) affected: All Wards

Executive Summary:

Key performance indicator: 100% of audit actions to be implemented by the agreed date, which was not achieved.

Statistics at 4th January 2024:

18 overdue audit actions (down from 26 in the last report)

19 actions implemented and closed since in last 90 days

65 audit actions closed in the last year

31 open audit actions

Recommendation:

It is recommended that the Committee consider the report and comment on the progress achieved and state any action they wish to be taken.

1. PURPOSE OF THE REPORT

- 1.1 To update members on the implementation of audit actions.

2. WHY IS THIS REPORT NECESSARY?

- 2.1 To give visibility to members of the progress being made in closing out audit actions, or alternative measures being taken to mitigate risk impacts.

3. BACKGROUND

- 3.1 Following each audit review, audit conclusions, associated actions and implementation dates are agreed between the audit client and the audit team. Recommended actions following an audit are discussed, and the audit report is a record of what has been agreed by way of actions and their target dates.

- 3.2 The target for the implementation of 'agreed internal audit actions to be introduced on time' is set at 100% in line with best practice that suggests that all recommendations are implemented by the agreed deadline. The deadline date is set/agreed with the client service; actions should be completed by their target date or reasons presented where this is not possible eg system changes take longer than expected or other service demands which carry a greater risk take priority.

4. MONITORING OF OVERDUE AUDIT ACTIONS

- 4.1 Operational circumstances sometimes mean non-implementation or missed deadlines for an audit action. Increased efforts have been made to ensure Service Managers are aware of outstanding actions, update whether progress has been made or operational factors have impacted on their implementation. Overdue actions are also reported to Committee for governance oversight.

- 4.2 Extensions to deadlines are no longer given. Instead, Action Owners can insert their own 'progress update', which will give a better indication of work being taken to implement the action and to notify any reasons for delay.

- 4.3 As at the 4th January 2024 18 actions have not been implemented within target and are now overdue actions.

A summary is provided at Appendix 1 below.

Of these 18 overdue actions:

- 4 (*last report 6*) actions are 1 year+
- 4 (*last report 4*) actions are between 6 months & 1 year overdue
- 10 (*last report 13*) actions are less than 6 months overdue

- 4.4 In preparation for this report, owners of overdue audit actions have been asked to provide an update on the status/progress of their action(s),

provided within Appendix 1. This should provide Committee with meaningful information as to the progress being made, delays or hold-ups and potentially a new expected completion date.

- 4.7 Officers with actions assigned to them have direct access to the system to enable them to manage those actions. Reminders are sent from the 4Action system in advance of the target date and managers are expected to act on these. The Audit Manager has previously suggested to SLT leads that they discuss and actively monitor their Services' audit actions during 1.2.1.s with their managers.
- 4.8 Three overdue actions relating to Payment Card Industry compliance were replaced with one new consolidated action with a new implementation date of September 2024. This 'dropped off' the overdue list but in order to maintain visibility on progress for Committee, the Director of Finance & Corporate Resources agreed to provide verbal updates to Committee as required.
Similarly an overdue action on Data Protection/Information Management was replaced with a new action and new date.

5. KEY IMPACTS

- 5.1 It is important that the Council maintains a sound internal control environment. Actions that the Internal Audit Service propose to address risk and control weaknesses are discussed with appropriate members of the Service and, if appropriate, Directors, and agreement is reached as to any corrective/mitigating action that needs to be taken. Internal audit actions are not imposed on management or Services.
- 5.2 Responsibility for implementation of agreed audit actions lies with Management. Internal Audit's role is to track implementation and to report to Committee.
- 5.3 Actions that are proposed by Internal Audit but not agreed by the Service are included in the Internal Audit report, together with response/ details as to why the Service does not agree to implement. Senior Management would be asked to decide on whether the action needs to be taken or risk accepted (with reference to risk appetite).
- 5.4 An action that is not implemented means that any weakness or risk originally identified in the audit report, and which the action was designed to address, will remain as a risk albeit other controls within the organisation may mitigate the impact.

6. LINK TO THE CORPORATE PLAN

- 6.1 The Internal Audit Service provides independent, objective assurance to the Council by evaluating the effectiveness of risk management, control, and governance processes. It identifies areas for improvement across these three areas such that Managers can deliver the Corporate Plan objectives as efficiently, effectively and economically as possible, and all underpinned by good governance.

7. RESOURCE IMPLICATIONS

- 7.1 Where a Service has not implemented an action because of a resource issue, they are expected to make management and committee aware of this.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 The report is presented to Committee to give transparency on the progress being made in completing audit actions.

9. LIST OF APPENDICES INCLUDED

Appendix 1 – Overdue Audit Actions at 4th January 2024.

BACKGROUND PAPERS

Audit actions contained within the 4Action system

CONTACT OFFICER

Deborah Moss – Internal Audit Manager

Tel No: 01480 388475

Email: deborah.moss@huntingdonshire.gov.uk

Appendix 1: Overdue Audit Actions and the Service Progress Update @ 04/01/24

Ref	Area	Agreed Action	Agreed Implementation Date	Service Area	Priority Level	Last Update	Progress Update (provided by Action Owner)	Months late
1610	Small Works Contract 21.22 Action 1	A dedicated small works contract or framework agreement will be tendered and formalised for use across the authority.	30/04/2022	Corporate Resources	Amber	04/01/2024	Facilities Management are heading up the project and it has been agreed to appoint a specialist consultant to oversee the specification and parts of the procurement process. Internal discussions have taken place to determine the specifics that will need to go into the tender specification.	20
1611	Small Works Contract 21.22 Action 2	Staff responsible for procurement will be made aware of the contract, its use mandated, and details of pricing / rates and staff responsibility will be communicated.	31/05/2022	Corporate Resources	Amber	04/01/2024	FM team are currently collating all of the information required to be written into the specification. Authorisation has been granted to use a SME in this field.	19
1612	Small Works Contract 21.22 Action 3	Formal contract management monitoring arrangements will be established, including review of spend, spot checking procurements and routine liaison meetings with service users and the supplier.	30/11/2022	Corporate Resources	Amber	04/01/2024	No further updates from November. Information will be provided as the project moves forward. November update: This action will be implemented once the revised procurement exercise is completed.	13

1613	Small Works Contract 21.22 Action 4	Spend outside of the contract will continue to be monitored.	30/11/2022	Corporate Resources	Amber	04/01/2024	No further updates to KS November note. November: Spend outside of contract will continue to go through usual Procurement controls. There is no single cost code to collect this expenditure so collating it will not be possible, but additional attention is being paid to expenditure through the supplier that previously held this contract.	13
1658	Shadow IT / Service-Procured Systems 21.22 Action 1	<p>The Council's Procurement Lead should review and, where necessary, update the Council's Code of Procurement so that it establishes a requirement for the procurement of any service to include the involvement of all relevant stakeholders, including the procurement of any IT system requiring the involvement of the ICT Service.</p> <p>This should be approved, in consultation with various key stakeholders across the Council, communicated to members of staff and reviewed on a routine basis or following any significant changes to the Council's operations.</p>	31/03/2023	3C ICT	Amber	04/01/2024	Draft changes have been made to the Code of Procurement and waiting for authorisation.	9

1661	ICT Procurement and Contract Management 21.22 Action 1	Note: 2 responsible owners; This action is assigned to Alex Young and Sarah Youthed.	31/03/2023	3C ICT	Amber	04/01/2024	Procurement are continuing to work with ICT (Andrew Howes & team) to align the ICT matrix with the contracts register. Monthly meetings are held between all 3 council procurement leads & ICT to monitor the progress. This is an ongoing piece of work.	9
		The ICT Service and the Council's Procurement Lead should review and, where necessary, update the Council's contract register so that it is aligned to the Council's Application Support Matrix and includes, but is not limited to:						
		<ul style="list-style-type: none"> • Supplier identification and contact details • The products and services they deliver • Contract start and end dates and contract duration • Whether they process personal data or provide IT services on which critical services rely and an assessment of the data protection risk associated with the supplier. 						
		The register should be updated on a regular basis to ensure that it accurately reflects the Council's ICT supplier landscape.						

1675	Social Value in Procurement 22.23 Action 5	A series of Lunch and Learn sessions, covering key aspects of social value, contracting and procurement will be developed and delivered. Training will be supported by signposting to key documents / sources of information.	30/04/2023	Corporate Resources	Amber	04/01/2024	<p>Katy Smith has contacted Anglia Ruskin for their proposal to work with HDC Procurement on Social Value / Sustainable Procurement. Email evidence attached. Lunch and Learn sessions will take place following procurements training. This has been delayed through no fault of HDC.</p> <p>Procurement have adapted SV questions in tendering documents to bespoke more to the specific contract. How this is monitored throughout the life of a contract is still to be determined, but this will form part of further contract management training.</p>	8
649	Corporate Enforcement Policy 21.22 Action 1	Community Support, Public Safety, Food Hygiene, Licensing and Planning Enforcement teams to produce procedure notes. Procedure notes should include, but not be limited to, opening notes and checks, when to close a case and what enquires can be made using legislations. Procedure notes should be produced and saved where all officers have access to them.	31/05/2023	Chief Operating Officer	Amber	01/01/2024	Further updates have been made to the procedure notes and these will now be added.	7
1682	Fuel Usage and Payments 22.23 Action 6	The Velocity fuel card contract will be reviewed in terms of value and compliance with the code of procurement.	30/06/2023	Operations	Amber	02/01/2024	Tender in progress, will complete in Mid Jan, with anticipated implementation in Feb-24.	6

1690	Debtors Continuous Auditing 22.23 Action 1	Review and update the Debt Management Policy. Obtain appropriate approval of the revised policy.	30/06/2023	Corporate Resources	Amber	06/11/2023	<i>Progress confirmed as unchanged since Nov update:</i> This piece of work has been started, investigation into other council's debt policies and how ours should reflect current practices of our partner councils.	6
1672	Social Value in Procurement 22.23 Action 2	The Council's Social Value Policy and Framework document will be reviewed and updated to ensure it reflects existing corporate aims and values, and also is aligned with the decisions made as a result of the Business Case document. The policy will clarify coverage of Social Value in procurement, including minimum points available for in tender assessment, and contracting documentation. Any related documentation and templates will be updated as a result of the revised policy.	30/09/2023	Corporate Resources	Amber	16/11/2023	<i>Progress confirmed as unchanged since Nov update:</i> The SVP policy is yet to be updated as insight is being sought from external bodies, such as Anglia Ruskin University, to develop a policy that considers wider options and meets the needs of the organisation.	3
1673	Social Value in Procurement 22.23 Action 3	An action plan will be devised to support the introduction of contract management processes which are proportionate to the nature and value of procurement exercises undertaken, and which address social value obligations where relevant.	30/09/2023	Corporate Resources	Amber	16/11/2023	<i>Progress confirmed as unchanged since Nov update:</i> This will be produced once the revised SVP Policy is approved.	3

1674	Social Value in Procurement 22.23 Action 4	Social Value guidance, information and signposting will be shared with local businesses through existing engagement channels, forums and networks accessed by the Economic Development (ED) team. (ED to circulate on provision from Procurement Lead)	30/09/2023	Corporate Director - Place	Amber	29/09/2023	This action is dependent upon the social value guidance/training being prepared by Procurement which will then be shared with the external business community.	3
1678	Fuel Usage and Payments 22.23 Action 2	Once the decision on fuel has been made, the fuel contract will be re-let and listed in the contracts register to allow for corporate oversight by the Procurement Lead.	30/09/2023	Operations	Amber	02/01/2024	Now in the middle of the HVO trial, expected to complete in Apr-24 with a decision to be taken on the back of that as to which fuel to use.	3
1680	Fuel Usage and Payments 22.23 Action 4	The need for the spare 50,000 litre tank will be reviewed in terms of cost and value, and the decision to continue or otherwise made at SLT. It will be made clear to SLT that only limited controls can be applied to this part of the fuel supply.	30/09/2023	Operations	Amber	02/01/2024	This is tied into the HVO Trial, we are currently using this tank for delivery of HVO. Project expected to complete in Apr-24 with a view on whether we use HVO or Fossil diesel to be taken by SLT / Cabinet. The outcome of this will determine the need for a second tank.	3
1713	Risk Management 22.23 Action 3	Regular reminders are issued to management re their risk management responsibilities via: <ul style="list-style-type: none"> • Quarterly compliance task list • Monthly management meetings 	30/09/2023	Corporate Resources	Amber	16/11/2023	<i>Progress confirmed as unchanged since Nov update:</i> The revised RMS was approved by cabinet on 14.11.2023. The action to communicate and implement this across the organisation can now commence and will be reflected in the next compliance task list.	3

1669	Section 106 Agreements 21.22 Action 1	To commence a review of S106 priorities, processes, roles, responsibilities, governance, reporting and resourcing to ensure HDC are maximising the use of S106. The outcomes of the review and subsequent actions will be agreed by CLT. Recognising the intrinsic link with decision making this will need to be part of the programme of wider improvements to the delivery of the development management service. Implementation will be overseen by the Chief Planning Officer who will be supported in delivery by the Implementation Team Leader and other officers as appropriate.	31/10/2023	Corporate Director - Place	Amber	02/01/2024	Work on S106 has commenced but delayed due to departure of programme manager for the wider programme of planning improvements. The S106 process needs to be carried out as part of that work to ensure consistency within new internal processes and procedures that emerge from that work. In addition, new NPPF expected from government but was delayed until 19th December 2023. Changes within that need to be factored into direction of travel of this work.	2
1625	Overtime 21.22 Action 1	The published policy for Expenses and Allowances (including Overtime) will be reviewed and updated to ensure that it is fit for purpose, and accessible to staff and managers. This will support working arrangements prior to a longer term, fundamental review of our policy.	31/10/2023	Corporate Resources	Amber		<i>Under discussion with action owner (progress and imp date)</i>	

This page is intentionally left blank

Public
Key Decision No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Delegated authority to amend the Internal Audit Plan and proposed amendments to the plan
Meeting/Date:	Corporate Governance Committee – 24 th January 2024
Executive Portfolio:	Executive Councillor for Corporate & Shared Services, Councillor Martin Hassall
Report by:	D Moss, Internal Audit Manager
Ward(s) affected:	All Wards

Executive Summary:

Committee is requested to reapprove the delegated authority given to Chair in the July 2023 meeting which was not minuted and therefore not lawful.

RECOMMENDED

That the Corporate Governance Committee:

- agrees that changes can be made to the Internal Audit Plan following consultations between the Internal Audit Manager and S.151 officer, and the Chairman of Corporate Governance Committee.

1.0 PURPOSE OF THE REPORT

- 1.1 To recommend to the Committee that changes can be made to the Internal Audit Plan following consultations between the Internal Audit Manager and S.151 officer and the Chairman of Corporate Governance Committee.
- 1.2 To advise Committee of proposed amendments made to the Audit Plan already discussed with the Chair.

2. BACKGROUND

The Internal Audit Plan 2023/24 was approved by Corporate Governance Committee at its July 2023 meeting. At the same meeting Committee was asked to approve that changes can be made to the Internal Audit Plan following consultations between the Internal Audit Manager and S.151 officer and the Chairman of Corporate Governance Committee. There has always been a need to advance, defer, add or remove audit reviews throughout the year.

This approval was made at the July meeting but unfortunately not captured in the minutes for the meeting. As the minutes have since been approved and published, they cannot be amended and instead the same recommendation is now put before committee to 're-approve' the same delegation to Chair.

3. AMENDMENTS TO THE INTERNAL AUDIT PLAN 2023/24

- 3.1 Committee was advised at the presentation of the Internal Audit Plan that the plan was ambitious and that amendments were anticipated following relaunch of the risk register at Service level. The Internal Audit Service also had limited auditor resource until September 2023.
- 3.2 Committee is advised of the following proposed deletions from the Internal Audit Plan and the reason for each:

System Area	Reason for removal
Risk Management (follow up review)	This cannot be carried out in 23.24 as the actions need further time to be implemented and the system be embedded before further review.
Debtors /Accounts Receivable	Internal Audit has undertaken further reviews of the key controls within this system. The value of a deeper review of recovery areas may not be of value at the current time.
Minor Works follow up	Internal Audit is following progress of introducing the agreed actions but it is too soon to carry out a follow up review.

Climate - Biodiversity	An internal healthcheck of this area has been approved, and as such there appears little value in carrying out an audit. The results of the healthcheck will, however, be reviewed by the Assurance Board.
HR – Recruitment – follow up	The service has requested that this is delayed until next year as a new ITrent system is being implemented and needs project time / resource.

4. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

4.1 Corporate Plan Priority 3: Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

5. CONSULTATION

5.1 None.

6. LEGAL IMPLICATIONS

6.1 None.

7. RESOURCE IMPLICATIONS

7.1 None.

8. BACKGROUND PAPERS

Report to Committee (July 2023) Internal Audit Plan 2023/24

CONTACT OFFICER

Deborah Moss, Internal Audit Manager
Email: deborah.moss@huntingdonshire.gov.uk

This page is intentionally left blank

CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
27/01/2021	<p>The Code of Procurement Waiver Procedure</p> <p>Digest of all uses of the waiver procedure to be presented to the Committee.</p>	At future meetings as required.	Nothing to report.	Procurement Lead	No
25/01/2023	<p>Appointment of Independent Member to Corporate Governance Committee</p> <p>Delegated authority given to the to the Chair and Vice-Chair, in conjunction with the Corporate Governance Committee, to finalise details including the level of remuneration, term of office, length of appointment and start date of commencement for the appointment of Independent Member(s) to the Corporate Governance Committee.</p>	30/05/2023	<p>Council approved the appointment of up to 2 non-voting Independent Members to the Committee at its meeting on 22 February 2023.</p> <p>Brief update received from Internal Audit Manager on progress at 26th April 2023 meeting. A model job description has been obtained and there are plans to advertise the posts locally through the SOLACE website and also to share the opportunity with neighbouring authorities.</p> <p>Progress ongoing which was reported at the 30th May and 12th July 2023 meetings.</p>	Internal Audit Manager	No

CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

<p>26/04/2023</p>	<p>Shadow Cabinet Members Raised by Councillor J A Gray. Elections & Democratic Services Manager undertook to take this forward in conjunction with the Managing Director (Interim) outside of the meeting.</p>	<p>TBC</p>	<p>Update received from Managing Director (Interim) on 30th May 2023 that this matter would be considered alongside a wider constitutional review. Programme of review currently being undertaken.</p>	<p>Elections & Democratic Services Manager</p>	<p>No</p>
<p>27/09/2023</p>	<p>Risk Management Strategy Suggestions to reduce the number of risks within the register and ordered based on priority, as well as consideration of modernising the Risk Management Strategy. Review out of date risks and suggested standardisation throughout the document of risk assessing likelihood/impact and formatting. Suggested that Councillors and Officers collaborate on</p>			<p>Director of Finance and Corporate Resources</p>	

CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

	the Risk Management Reporting Framework.				
27/09/2023	<p>Annual Freedom of Information Rights Act and Information Governance</p> <p>Requested that future reports offered data on the cumulative days targets.</p>			Information Governance Manager & Data Protection Officer	
27/09/2023	<p>Unaudited Statement of Accounts 2022/23</p> <p>Information requested on why the pension deficit/surplus had seen significant change due to War in Ukraine; whether it had been impacted by the stock market in 2022; and whether the Pension Surplus was likely to continue for the next two years.</p>			Director of Finance and Corporate Resources	
12/07/2023	<p>Internal Audit Progress Report</p> <p>Information requested on an update on Ref.1638, Debtors</p>			Internal Audit Manager	

CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

	Action, which had been put on hold.				
--	-------------------------------------	--	--	--	--