

A meeting of the **CORPORATE GOVERNANCE COMMITTEE** will be held in the **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 30 MAY 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 14)

To approve as a correct record the Minutes of the meetings of the Committee held on 26th April 2023 and 17th May 2023.

Contact Officer: H Peacey - (01480) 388007

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. 2022/23 OUTTURN REPORT

To receive the 2022/23 Outturn Report – **“TO FOLLOW”**.

Contact Officer: K Sutton - (01480) 387072

4. LOCAL CODE OF CORPORATE GOVERNANCE (Pages 15 - 32)

To receive a report from the Internal Audit Manager on the Local Code of Corporate Governance.

Contact Officer: D Moss - (01480) 388475

5. PEER REVIEW UPDATE

To receive an update on the outcome of the Independent Peer Review undertaken by the LGA - **“TO FOLLOW”**.

Contact Officer: K Sutton - (01480) 387072

6. **CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT** (Pages 33 - 34)

To receive the Corporate Governance Committee Progress Report.

Contact Officer: H Peacey - (01480) 388007

19 day of May 2023

Oliver Morley

Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

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

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Habbiba Peacey, Democratic Services Officer, Tel: (01480) 388007 / email: Habbiba.Peacey@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee.

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

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

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

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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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, 26 April 2023

PRESENT: Councillor N Wells – Chair.

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

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler and P J Hodgson-Jones.

IN ATTENDANCE: Councillors S J Conboy and M A Hassall.

40 MINUTES

The Minutes of the meeting of the Committee held on 25th January 2023 were approved as a correct record and signed by the Chair.

41 MEMBERS' INTERESTS

No declarations were received.

42 ASSISTANT DEPUTY EXECUTIVE LEADER- VARIATION TO ARTICLE 7 OF THE CONSTITUTION

At 7:01pm, Councillor J A Gray, took his seat at the meeting.

Councillor S J Conboy, Executive Leader of the Council, was in attendance for this item.

With the aid of a report prepared by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Committee gave consideration to a request to amend the Council's Constitution to reflect the new role responsibilities of Assistant Deputy Executive Leader following the approval of a Special Responsibility Allowance for this role at Council on 29th March 2023.

The Elections and Democratic Services Manager drew the Committee's attention to Appendix A which outlined a proposed role description and Appendix B which outlined the changes required to be made to Article 7 of the Council's Constitution. Councillor R J West expressed views which he had previously raised at the Council meeting on 29th March 2023 that he did not support the inclusion of the role within the Constitution or the approval of the Special Responsibility Allowance for it. The Chair reminded the Committee that the allowance had already been approved and that the purpose of the report would be to include the role within the Constitution.

Councillor P Kadewere expressed his support for the proposals stating that it would enable the Joint Administration to work effectively across parties.

Councillor J A Gray echoed the views of Councillor R J West and made comment that the Independent Remuneration Panel, tasked with undertaking the review of Member Allowances, had not spoken to him as Leader of the Opposition about the creation of the Assistant Deputy Executive Leader role which was deemed to be poor. Furthermore, he commented that the proposals would come at a cost to the taxpayer and that this was not demonstrating the best use of taxpayer's money. Councillor T D Sanderson responded by informing the Committee that the Joint Administration had decided not to appoint to the maximum number of Cabinet Members and had also decided against the use of Cabinet Assistants. He also made reference to the decision which had been made by the previous administration to supplement the work of the Cambridgeshire and Peterborough Combined Authority and concluded by reiterating his support for the proposals.

On being put to the vote, the Committee

RESOLVED

- (a) to endorse the variation to Article 7 of the Council's Constitution as outlined in Appendix B of the report now submitted; and
- (b) to recommend to Council that the necessary variation be made to the Council's Constitution.

Prior to moving on to the next item, Councillor J A Gray raised previous requests to undertake a full review of the Council's Constitution, in particular the need to add reference to the Shadow Cabinet. The Elections and Democratic Services Manager reminded Members that it was within the Committee's gift to receive such a report at a future meeting and undertook to take this forward in conjunction with the Managing Director (Interim) outside of the meeting. In response to a question raised by Councillor T D Sanderson, Councillor J A Gray confirmed that clarity was needed around principles such as time and access to Officers, the role of Shadow Cabinet Members and other general rules of engagement.

43 EXTERNAL AUDIT UPDATE 2021/22

Messrs M Hodgson and A Paylor, Associate Partner and Audit Manager respectively of Ernst Young LLP, were in attendance for consideration of this item.

With the aid of a report prepared by the Director of Finance and Corporate Resources (a copy of which is appended in the Minute Book) the Committee were provided with the details to complete the process for finalising and publishing the Council's Annual Governance Statement and Annual Financial Report for 2021/22.

The Director of Finance and Corporate Resources reported that external audit work was ongoing and handed over to Mr M Hodgson, Associate Partner of Ernst Young LLP to provide an update to the Committee. In doing so, Mr M Hodgson

drew the Committee's attention to three issues, namely the addition of the significant risk pertaining to the new Payroll system, testing undertaken in respect of the fixed asset register and valuation movements and the national issues which existed around pension liability. Mr M Hodgson advised that he anticipated there wouldn't be any changes or material changes arising as a result of the audit. In terms of materiality, it was confirmed that the level of £1.93 million which had been set at planning stage remained appropriate with performance materiality also unchanged at £1.45 million. He then also made reference to the areas of outstanding audit work as presented within the audit report at the time of publication which were noted as follows:

- NDR Appeals Provisions;
- Payroll;
- Property, Plant and Equipment and Investment Property Valuations;
- Completion of our Journals testing; and
- Value for Money procedures.

In respect of valuations, the Director of Finance and Corporate Resources reported that the Council had sought a second opinion from an alternative independent valuer. Mr M Hodgson then reported that no fraud risks had been identified as part of the external audit and that the Value for Money procedure check had also concluded identifying that there were no risks or significant weaknesses within the accounts. To date, the only areas of external audit work outstanding related to valuations in respect of the Council's car parks and the pension liability. The Committee's attention was then drawn to the updated Annual Governance Statement (a copy of which is also appended in the Minute Book) and the draft Letter of Representation.

Councillor R J West commented upon the difficulties in completing the external audit each year and questioned the timing of the latest pension Triennial Valuation released on 1st April 2022 and its impact on the pension liability at the Balance Sheet date of 31st March 2022. Mr M Hodgson responded by informing that the latter remained a national issue and one outside of his control but highlighted the importance of ensuring the Council had the right set of accounts which accorded with International Financial Reporting Standards.

In response to a question raised by Councillor J A Gray, Mr M Hodgson expressed the view that he wasn't anticipating anything significant to arise from the new payroll system, that the pensions issue might lead to a material change in liability and that valuation figures identified in the fixed asset register might result in some additional work being undertaken on the accounts.

In terms of next steps in the process for finalising the 2021/22 accounts, the Committee's attention was drawn to the four recommendations contained within the report which would provide delegated authority to the relevant individuals to sign off the accounts.

Councillor T D Sanderson then raised a question relating to the Statement of Accounts, specifically the return of £4,268,000 back to central government in respect of Local Restrictions Support Grant. The Director of Finance and Corporate Resources undertook to circulate details around to the Committee outside of the meeting.

Councillor J E Harvey then questioned what impact delays with the completion of the external audit of the 2021/22 accounts would have upon publishing the draft accounts for 2022/23 by 31st May 2023 deadline. The Director of Finance and Corporate Resources responded by informing the Committee that at this present moment in time, she was unaware of the impact on the opening balances for the 2022/23 accounts as a result of the external audit work and was mindful of the tight turnaround. As expected, her team had been focussing on completing the external audit and not the 2022/23 accounts and that it would be a challenge to meet the expected deadline. Whereupon, it was

RESOLVED

- (a) to receive the Auditor's Results report (as attached at Appendix 1 of the report now submitted);
- (b) to give delegated powers to the Executive Leader and Managing Director to sign the updated Annual Governance Statement on behalf of the District Council;
- (c) to approve the Letter of Representation (as attached at Appendix 2 of the report now submitted) and authorise the Director of Finance and Corporate Resources (as Section 151 Officer) to sign it on behalf of the Council; and
- (d) to give delegated powers to the Chair of the Committee and Director of Finance and Corporate Resources (as Section 151 Officer) to authorise and sign the Annual Financial Report for 2021/22 (as attached at Appendix 3 of the report now submitted) on behalf of the Council, subject to the auditors confirming an unqualified opinion and there being no material adjustments.

44 INTERNAL AUDIT CHARTER

Councillor M A Hassall, Executive Councillor for Corporate & Shared Services, was in attendance for this item.

With the aid of a report by the Internal Audit Manager (a copy of which is appended in the Minute Book) the Committee were presented with a new and updated version of the Internal Audit Charter following its annual review.

In doing so, the Internal Audit Manager reported that the Charter was a requirement under the Public Sector Internal Audit Standards and had been based on the Institute's model Charter. Key provisions of the Charter included an explanation of the Internal Audit Service, Independence & Objectivity, Authority, Confidentiality and Reporting. Reference was made to the recent completion of an Independent Peer Review undertaken by the LGA where it had been identified that certain functions undertaken currently by the Internal Audit Service could be better placed elsewhere within the organisation. Following a question raised by Councillor J A Gray, a brief explanation was delivered on the purpose and background of the Peer Review, where it was noted that the findings of the review had only recently been shared in draft with the Council.

In response to a subsequent question raised by Councillor J A Gray querying the level of resources available within the Internal Audit Service at a time when new business plans and priorities had recently been adopted by the Council, the Internal Audit Manager reported that at present she did not have sufficient resources as she was currently the only permanent member of staff in her team. She then went on to report that the Internal Audit Plan 2023/24 would be submitted to the Committee at a future meeting to enable the final outcome of the Peer Review to be incorporated as well as realigning the Plan with new corporate priorities and risks. Councillor M A Hassall, Executive Councillor for Corporate and Shared Services advised that he would be taking up the matter of resources with the Managing Director (Interim) and Internal Audit Manager outside of the meeting. The Committee received assurances around the level of support and access provided to the Internal Audit Manager by Senior Management which was now better reflected within the Charter.

Finally, a question was then raised by Councillor R J West around the need to see more evidence of cultural change within the Council to better support and embrace the internal audit function. The Director of Finance and Corporate Resources responded that this was a challenge which remained across the Council's wider governance function, hence the request for the Peer Review. Whereupon, the Committee

RESOLVED

- (a) to review and approve the Internal Audit Charter;
- (b) to allow any amendment (following the Peer Review) to be approved by the Internal Audit Manager, following consultation with the Chair of the Committee.

45 IMPLEMENTATION OF INTERNAL AUDIT ACTIONS

Councillor M A Hassall, Executive Councillor for Corporate & Shared Services, was in attendance for this item.

A report by the Internal Audit Manager was submitted (a copy of which is appended in the Minute Book) providing an update on the implementation of internal audit actions.

The latest data now revealed 67% of actions being introduced on time (including those beyond target implementation). 18 actions were yet to be implemented and 18 overdue audit actions remained outstanding. Since the previous meeting, 20 actions had been implemented and closed since January 2023 and a total of 73 had been implemented and closed since April 2022. 42 remained open since April 2023. The Committee's attention was drawn to Appendix 1 which provided an update from services on the status of overdue audit actions, and Appendix 2 which outlined those which had been closed and implemented since April 2022.

The Director of Finance and Corporate Resources delivered an explanation of the work undertaken to review a number of outstanding audit actions relating to Payment Card Industry Data Security Standard (PCI DSS). It was confirmed that following advice received from the Council's PCI DSS consultant, the closure of actions would not result in the Council being fully compliant. A decision had

therefore been made to set up a project to focus on compliance by payment channel (web based, automated telephony, face to face and non-automated telephony) across the organisation's services ensuring that the Council would be compliant going forward.

The Internal Audit Manager drew attention to various actions, namely the closure of the action relating to Land Charges and the potential breach against the Code of Procurement relating to a Small Works Contract. In respect of the latter, Councillor J A Gray sought assurances that the matter had been dealt with promptly given this was a highly regulated area of the Council's work. The Managing Director (Interim) advised that extra resources had been given to the service as a means of preventing such issues from arising in the future again.

Following a suggestion made by the Internal Audit Manager that Senior Leadership Team include outstanding audit actions as part of regular 1:1s with Officers, the Director of Finance and Corporate Resources reported that an Assurance Board had now been established within the Council designed to improve the Council's governance practices. The purpose of the Assurance Board would be to challenge Managers on outstanding audit actions in a constructive and positive way and to look at the factors preventing them from being closed offering support where necessary.

In receiving a response from the Managing Director (Interim) to a question raised by Councillor A M Blackwell concerning the action relating to the Inventory of IT Assets, it was

RESOLVED

that the content of the report now submitted be noted.

46 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. In doing so, the Democratic Services Officer reported that two uses of the Code of Procurement Waiver Procedure were underway and that further details would be circulated around to Committee Members in due course.

In respect of the Appointment of Independent Members to the Committee, Council had approved the appointment of up to 2 non-voting Independent Members at its meeting on 22nd February 2023 and an update on progress with the work yet to be undertaken to finalise the details discussed at the last meeting of the Committee was provided by the Internal Audit Manager. A model job description had been obtained and there were plans to advertise the posts locally and through the SOLACE website as well as sharing the opportunity with neighbouring authorities.

The meeting concluded at 8:15pm.

Chair

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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, 17 May 2023

PRESENT: Councillors A M Blackwell, E R Butler, J Clarke, J A Gray, J E Harvey, S A Howell, A R Jennings, P Kadewere, T D Sanderson, I P Taylor and N Wells.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor P J Hodgson-Jones.

1 ELECTION OF CHAIR

RESOLVED

that Councillor N Wells be elected Chair of the Committee for the ensuing Municipal Year.

2 MEMBERS' INTERESTS

No declarations were received.

3 APPOINTMENT OF VICE-CHAIR

RESOLVED

that Councillor J E Harvey be appointed Vice-Chair of the Committee for the ensuing Municipal Year.

Chair

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Local Code of Corporate Governance

Meeting/Date: Corporate Governance Committee – 30th May 2023

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

Report by: Deborah Moss, Internal Audit Manager

Wards affected: All

Executive Summary:

This Local Code of Corporate Governance is a public statement that sets out the framework through which the Council meets its commitment to good corporate governance.

The Code contains seven principles that underpin the Council's overall governance structure. It sets out the systems and arrangements that we have in place to ensure good governance with the overall aim to ensure that:

- resources are directed in accordance with agreed policy and according to priorities
- there is sound and inclusive decision making
- there is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

Evidence to support the seven principles is reviewed annually and the updated Code is published on the Council's website to support the Council's Annual Governance Statement (AGS).

The Code has been reviewed and re-written and is presented at Appendix 1.

There are no changes to the seven principles.

The main changes from the September 2018 Code are:

- Redesign to include the arrangements the Council has in place to demonstrate governance in line with the CIPFA principles.
- Updated and new information/arrangements at 2023 (posts, boards, etc)
- Review of references to documents held on the Council's website.

RECOMMENDATION

It is recommended that the Committee:

Reviews and endorses the new April 2023 Local Code of Corporate Governance.

1. PURPOSE OF THE REPORT

- 1.1 To update the Committee on the new supporting narrative to the Local Code of Corporate Governance (Code).

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Committee has responsibility for reviewing the Council's Local Code of Corporate Governance and approving the Annual Governance Statement (AGS).

3. ANALYSIS

- 3.1 In 2016 changes were made to the 'proper practices' framework (*Delivering Good Governance in Local Government*) that detailed the processes to be followed for preparing the Council's AGS. There were two major changes; the introduction of seven core principles (and further sub-principles) and the ability to remove from the AGS a substantial amount of narrative that described the Council's governance arrangements.
- 3.2 The 2022/23 AGS will be presented to the July Committee for approval. In preparation for this, the Code has been reviewed and re-written.

4. KEY IMPACTS

- 4.1 If the local code is not endorsed, substantial elements of it will need to be included in the AGS. This will make the AGS a long and unwieldy document and move its focus away from the significant governance issues.

5. WHAT ACTIONS WILL BE TAKEN

- 5.1 The Code will be uploaded to the Council's website ahead of the Committee's approval of the AGS.

6. LINK TO THE CORPORATE PLAN

- 6.1 Good corporate governance arrangements underpin delivery of all aspects of the Corporate Plan.

7. RESOURCE IMPLICATIONS

- 7.1 There are no direct resource implications arising from this report.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 The Code has been updated/rewritten to reflect governance arrangements in place across the Council. The new Code has been reviewed by SLT to quality check its accuracy and completeness. Committee is responsible for reviewing the Code and approving the AGS. It is appropriate for them to review and endorse [changes to] the Code ahead of its publication.

9. LIST OF APPENDICES INCLUDED / BACKGROUND PAPERS

Appendix 1 – Local Code of Corporate Governance (April 2023)

CONTACT OFFICER

Deborah Moss
Internal Audit Manager
Deborah.Moss@huntingdonshire.gov.uk

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Local Code of Corporate Governance

April 2023

<u>Version Control</u>			
<u>Version</u>	<u>Author</u>	<u>Date</u>	<u>Changes</u>
1.0	Internal Audit Manager	2016	New Local Code.
1.01	Internal Audit Manager	2018	Minor updates.
2.0	S151 Officer	April 2023	Re-write of Local Code.

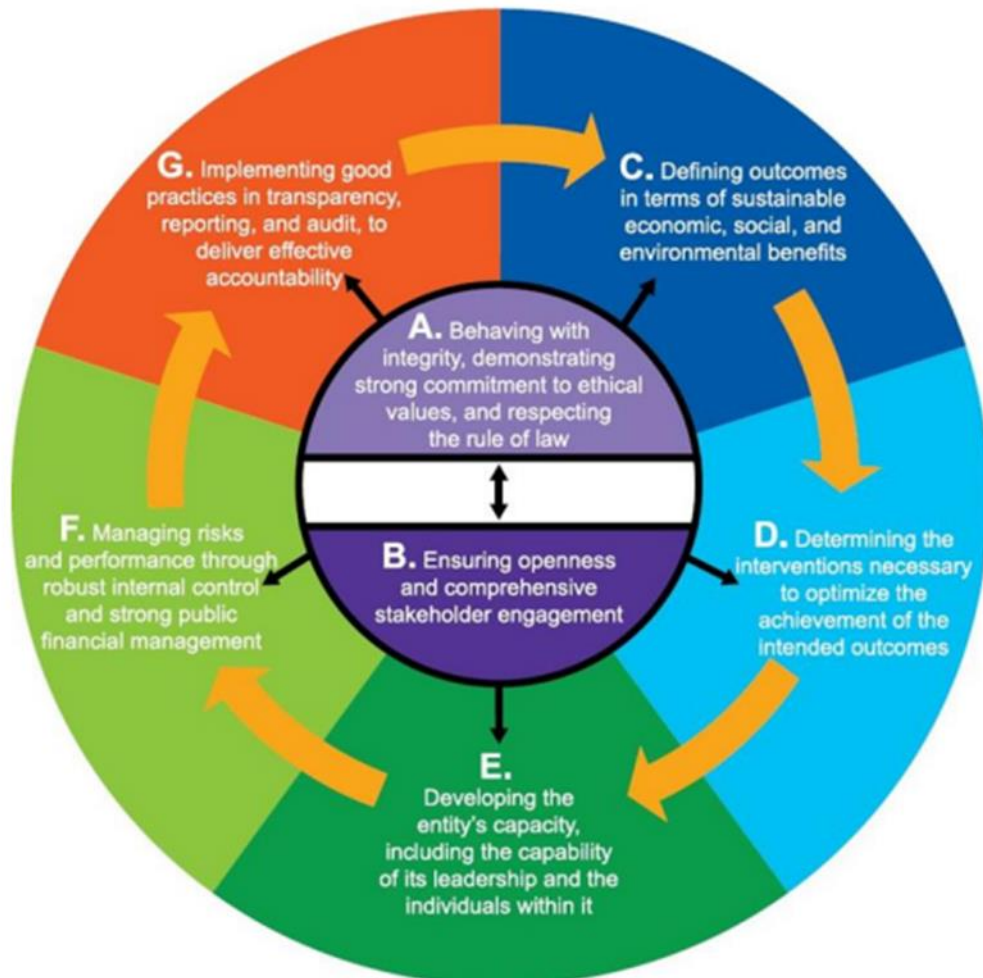
1. Introduction

CIPFA, in collaboration with Solace, published *Delivering Good Governance in Local Government: Framework* which set the standard for Local Government Governance in the UK and the latest update, published Spring 2016, applies to Annual Governance Statements. The framework requires a Local Code of Corporate Governance to be produced which demonstrates how an authority deploys governance within its organisation, and what activities evidence its deployment.

Underpinning the framework is a responsibility for developing and shaping an informed approach to governance, aimed at achieving the highest standards in a measured and proportionate way, with an overarching aim to ensure:

- Resources are directed in an accordance with agreed policies and in line with priorities,
- There is sound and inclusive decision making, and
- There is clear accountability for the use of resources in achieving desired outcomes for service users and communities.

The framework contains seven principles, demonstrated in the diagram below:



This Local Code of Corporate Governance will show how the Council meets these principles and captures their effectiveness for the Annual Governance Review statement. The code also underpins the delivery of the Council's Corporate Plan, and the principles of "do, enable, Influence".

The Council will undertake an annual review of its governance arrangements to ensure continuing compliance with CIPFA best practice to provide assurance that corporate governance arrangements are adequate and operating effectively in practice. Where reviews of the corporate governance arrangements have revealed gaps, actions will be planned to enhance the governance arrangements accordingly.

2. The Council - How it Works

The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is divided into 16 articles which set out the basic rules governing the Council's business.

The Council operates an 'Executive Leader and Cabinet' model of decision-making. Under this model, the executive leader, appoints their own deputy executive leader and cabinet, which comprises seven other councillors.

Overview and Scrutiny Panels aim to improve the council's performance by monitoring, questioning and making recommendations on the way services are provided and decisions are taken.

There are two panels, each of which is made up of 12 council members.

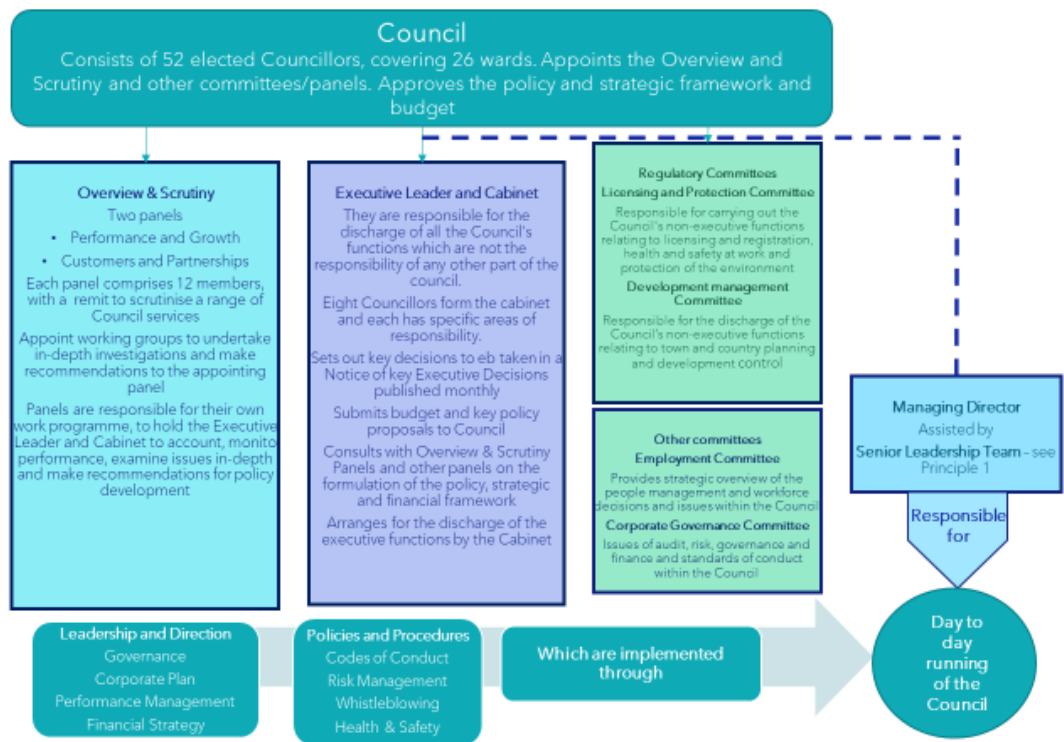
The panels have an important role in the executive decision-making by holding the cabinet to account. This involves ensuring that decisions taken by the cabinet are appropriate and within the council's policy and financial framework.

If any three members of a relevant panel feel that a decision is inappropriate or contrary to policy or the budget, they can "call the decision in". This must be done within five days of the decision being made to prevent it from being implemented. They will then discuss the matter formally with the relevant cabinet member and officer and, if necessary, make recommendations to the decision-maker to reconsider or amend their decision.

The panels also carry out detailed, evidence-based assessments of council services or wider issues that affect the lives of local people. At the end of each study, a panel will report with recommendations as to how things could be improved. Much of their work involves the detailed examination of key council plans and policies, both before and after they have been approved.

The Council has also established a Corporate Governance Committee which oversees governance arrangements and the standards of conduct of members.

The Council has a range of non-executive decisions that need to be taken, for example, determining planning and licensing applications. These decisions are delegated to the Development Management Committee, Licensing, and Protection Committee and the Licensing Committee



This decision making and governance is carried through to the day to day running of the Council, and is deployed and monitored through the “Three Lines of Defence” model:



3. Demonstrating the Principles

Principles	Council Arrangements	Supporting Examples
<p>Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law</p>	Code of Conduct for Members based upon the LGA Model Councillor Code of Conduct 2020.	See Part 5, Codes and Protocol, of the Constitution
	The seven Principles of Public Life, known as the "Nolan Principles" apply to all public sector employees and members.	See Part 5, Codes and Protocol, of the Constitution
	Acceptance of code by Councillors	Signed declaration of Acceptance of Office
	Declaration of Interests, rules for declaration. Confirmation of no declarable interests at the start of each Committee meeting	Register of Interests Committee meeting notes
	Gifts & Hospitality, rules for declaration	Register of Gifts & Hospitality
	Code of Conduct Complaints Process	Annual Complaints report
	Employee Code of Conduct	Annual confirmation of the code
	Defined delegation of responsibilities to Officers	See Part 3 of the Constitution
	Appointment of Monitoring Officer to validate the Council is operating in a lawful manner	See Article 12 of the Constitution
	Whistleblowing policy to allow the reporting and investigation of breaches of Conduct or Council Policy	Whistleblowing Policy
	CIPFA Code of Financial Management	Annual review of compliance with code. Finance Regulations
	Procurement Governance Framework	Code of Procurement Contract Regulations

Principles	Council Arrangements	Supporting Examples
	The Council has adopted a series of policies that apply equally to the roles of the member and employee which includes a dignity at work policy and corporate equality policy	Constitution Regular review of policies
	Promoting an ethical culture	Council's icare values
	Creation of an Assurance Board to seek assurance the Council's governance arrangements are effective and give the comfort required.	Assurance board agendas and meeting notes.

Principles	Council Arrangements	Supporting Examples
Principle B: Ensuring openness and comprehensive stakeholder engagement	Details of Council's priority outcomes are included in the Corporate Plan	Agreed through Council and published on website
	Details of the Council's activities and achievements are included in the Annual Report	See Council meeting agendas on HDC website
	Details of the governance activities, changes and challenges are included in the Annual Governance Statement	See HDC website – Council & Democracy/Council Open data and Information/Our Policies & Procedures
	All meeting agendas, content and key decision requirements are published in advance.	See HDC website - Council & Democracy/View Upcoming Committee Meetings
	The calendar of upcoming meetings is publicly available.	See HDC website - Council & Democracy/View Upcoming Committee Meetings
	All committee meetings are streamed and can be viewed by the public (except for limited exceptions)	Streaming links available on the website
	Formal External Engagement and Communications Strategy	Reporting of Engagement and Communication activities and outcomes
	Formal Internal Engagement and Communications Strategy	Evidence of internal activities
	The Council promotes the formation of an Employee Representative Group for engagement regarding employee matter	Monthly meeting agendas and notes
	Data required by the Local Government Transparency code is published on the Council's website, and the Council has adopted a Publication Scheme setting out which information is published without requiring a Freedom of Information request.	See HDC website - Council & Democracy/Council Open Data and Information/Freedom of Information

Principles	Council Arrangements	Supporting Examples
<p>Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits</p>	<p>Details of Council's priority outcomes are included in the Corporate Plan</p>	<p>Agreed through Council and published on website</p>
	<p>A Medium Term Financial Strategy (MTFS) is prepared on an annual basis to demonstrate to the affordability of plans and expected outcomes</p>	<p>Agreed through Council and published on website</p>
	<p>Service plans are prepared on an annual basis, demonstrating links to the Council's Corporate plan and delivery of key services, and performance indicators to measure their effectiveness.</p>	<p>Annual service plans</p>
	<p>A Treasury strategy is produced on an annual basis, demonstrating compliance with the Prudential code and effective use of the Council's resources</p>	<p>Treasury Strategy presented to Council and available on the website</p>
	<p>A Commercial Investment Strategy (CIS) is in place to reduce the Council's reliance on central government funding</p>	<p>CIS approved by Council and available on the website</p>
	<p>Budget and operational performance monitoring reports are generated on a monthly basis to show achievement against published plans</p>	<p>Reports presented at monthly Corporate SLT meetings</p>
	<p>Risk registers are maintained to identify potential/known threats to the organisation or service, and mitigating actions put in place to reduce these.</p>	<p>Risk registers maintained within the 4Risk system, and Corporate Risk Register reported on the website.</p>

Principles	Council Arrangements	Supporting Examples
	A Climate Strategy policy is being produced to define the Council's approach to minimising its environmental impact and operating in a more sustainable manner.	
	The Council has commenced a review of its Local Plan, considering the needs of the district over the longer term and the plans that need to be put in place to deliver the necessary infrastructure to support this.	Public consultation and preparation of plans
	The Council has an Economic Development team to attract new businesses and investment to the district. It also hosts the "Invest in Huntingdonshire", further promoting the benefits of the district.	
	Working alongside other local government organisations, major regeneration projects are being developed the district creating sustainable social, economic and environmental benefits.	External funding receipts

Principles	Council Arrangements	Supporting Examples
<p>Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes</p>	<p>The Corporate plan is prepared in conjunction with the MTFS to ensure delivery plans are affordable and achievable within the funding available.</p>	<p>Plans are published on the Council's website and as part of meeting agendas</p>
	<p>Budget and operational performance monitoring reports are generated on a monthly basis to show achievement against published plans and identify where corrective actions may be needed.</p>	<p>Reports presented at monthly Corporate SLT meetings</p>
	<p>Risk registers are maintained at Service and Corporate levels to identify potential/known threats to the organisation or service, and mitigating actions put in place to reduce these.</p>	<p>Risk registers maintained within the 4Risk system, and Corporate Risk Register reported on the website.</p>
	<p>Programme boards are put in place for major activities, to monitor progress and ensure delivery plans will achieve the intended outcome.</p>	<p>Agendas and meeting notes from board meetings</p>
	<p>Significant projects are monitored through the Major Change board, with actions raised to mitigate risks of non-performance.</p>	<p>Agendas and meeting notes from board meetings</p>
	<p>The Overview and Scrutiny panels review progress on Council deliverables and are able to challenge decisions if they are not content with what is being achieved.</p>	<p>Agendas and meeting notes from committee meetings</p>
	<p>Internal Audit review of services and reporting developed through a risk based strategy, with remedial action plans recommended.</p>	<p>Internal Audit plan</p>

Principles	Council Arrangements	Supporting Examples
<p>Principle E: Developing the Council's capacity, including the capability of its leadership and the individuals within it</p>	Review of the Council's assets and resources on a regular basis to ensure these remain fit for purpose and are being utilised effectively.	Asset inspections, proactive maintenance records
	Clear rules for delegation of authorities enabling decisions to be taken at the appropriate level and by individuals with the necessary knowledge.	The Constitution
	Definition of roles and responsibilities for Councillors and Offices	The Constitution
	Self assessment of skills for Committee members, with training plans for covering any deficits.	Skills self assessment records
	Use of operational and budget monitoring reports including, where effective, bench marking data so that performance trends can be noted and acted upon.	Reports generated and presented to Corporate SLT/committee.
	Developing shared services with neighbouring District Councils, allowing sharing of best practices and driving financial efficiencies.	Shared services for ICT, Legal and Building Control.
	Developing the capability of staff and improving their skills through training and online coaching tools.	Learning and Development team
	Encourage transformation work to improve service delivery or the effectiveness of the Council through the "New Ideas" process and the availability of funding.	New Ideas process and achievements
	Availability of Project Management skills and decision making to lead on work to improve the Council's capacity	Output of the Major Change Board

Principles	Council Arrangements	Supporting Examples
Principle F: Managing risks and performance through robust internal control and strong public financial management	Development of a Risk Management strategy, including indications of acceptable risk appetites.	Risk Management strategy
	The Council is a member of the Cambridge & Peterborough Resilience Forum, sharing knowledge and resources on Emergency Planning.	Regular reviews of Emergency Response plans and actions, testing of these and communication of updates.
	Business Continuity plans in case of disruption to services	Review and update of Business Continuity plans.
	Regular review and update of risk registers, including risk scoring and mitigating actions.	Risk registers maintained on 4Risk system
	Quarterly review and update of the Corporate risk register and mitigating actions	Risk register reviewed at Corporate SLT and reported on intranet
	Annual external audit of the Council's financials, including a review of value for money achieved.	Annual audit report to Council
	MTFS produced on an annual basis and presented to Council	See HDC website - Council & Democracy/Meetings/Council
	Quarterly Financial reporting against the approved budget presented to Council	See HDC website - Council & Democracy/Meetings/Council
	Reporting of Treasury Prudential measures to Council	See HDC website - Council & Democracy/Meetings/Council
Use of operational and budget monitoring reports including, where effective, benchmarking data so that performance trends can be noted and acted upon.	Reports generated and presented to Corporate SLT/committee.	

Principles	Council Arrangements	Supporting Examples
	CIPFA Code of Financial Management implemented and maintained	Annual update of code
	Code of Procurement published	Constitution
	Internal Audit review of services and reporting developed through a risk based strategy with remedial action plans recommended	Internal Audit plan

Principles	Council Arrangements	Supporting Examples
<p>Principle G: Implementing good practices in transparency, reporting and audit to delivery effective accountability</p>	<p>Writing and communicating reports for the public and other stakeholders in an understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.</p>	<p>Report templates and guidance</p>
	<p>Data required by the Local Government Transparency code is published on the Council's website, and the Council has adoption a Publication Scheme setting out which information is published without requiring a Freedom of Information request.</p>	<p>See HDC website - Council & Democracy/Council Open Data and Information/Freedom of Information</p>
	<p>Internal Audit review of services and reporting developed through a risk based strategy with remedial action plans recommended</p>	<p>Internal Audit plan</p>
	<p>All meeting agendas, content and key decision requirements are published in advance.</p>	<p>See HDC website - Council & Democracy/Meetings</p>
	<p>The calendar of upcoming meetings is publicly available.</p>	<p>See HDC website - Council & Democracy/Meetings</p>
	<p>All committee meetings are streamed and can be viewed by the public (except for limited exceptions)</p>	<p>Streaming links available on the website</p>
	<p>Formal External Engagement and Communications Strategy</p>	<p>Reporting of Engagement and Communication activities and outcomes</p>
	<p>All meeting agendas, content and key decision requirements are published in advance.</p>	<p>See HDC website - Council & Democracy/Meetings</p>
	<p>The calendar of upcoming meetings is publicly available.</p>	<p>See HDC website - Council & Democracy/Meetings</p>

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.	At the last meeting on 26th April 2023 it was reported that there currently were 2 uses of the waiver procedure. Since then, one has been abandoned and the other is still in progress. Once the process is complete, details will be circulated around to Committee Members.	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>	Internal Audit Manager	No

CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

			Further update (if any) to be provided at meeting.		
26/04/2023	<p>Shadow Cabinet Members</p> <p>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>	TBC	To be presented at a future meeting.	Elections & Democratic Services Manager & Managing Director (Interim)	No