

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, 9 JULY 2024** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 12)

To approve as a correct record the Minutes of the meeting of the Committee held on 29th May 2024.

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

To consider a report by the Elections and Democratic Services Manager on the Code of Conduct and Register of Disclosable Pecuniary Interests.

Contact Officer: S Rees - (01480) 388738

4. ANNUAL REPORT ON COMPLIANCE WITH THE INFORMATION RIGHTS ACTS (FREEDOM OF INFORMATION ACT, ENVIRONMENTAL INFORMATION REGULATIONS AND GDPR) AND INFORMATION GOVERNANCE (Pages 21 - 30)

To receive a report from the Information Governance Manager and Data Protection Officer on the Council's compliance with the Freedom of Information Act 2000 and Environmental Information Regulations 2004; and the Council's

performance regarding protecting personal data between April 2023 and March 2024.

Contact Officer: A Brown - Adam.Brown@3csharedservices.org

5. REVIEW OF FRAUD INVESTIGATION ACTIVITY 2023/24 (Pages 31 - 36)

To consider a report by the Revenues and Benefits Manager containing a summary of the activity of the Council's Fraud Team 2023/24.

Contact Officer: K Kelly - katie.kelly@huntingdonshire.gov.uk

6. EXTERNAL AUDIT PLAN (Pages 37 - 92)

To consider a report on the External Audit Plan 2024/25.

Contact Officer: S Russell-Surtees - Sharon.Russell-Surtees@huntingdonshire.gov.uk

7. INTERNAL AUDIT PEER REVIEW CHALLENGE ACTIONS - UPDATE (Pages 93 - 106)

To receive an update on the Peer Review.

Contact Officer: S Russell-Surtees - Sharon.Russell-Surtees@huntingdonshire.gov.uk

8. IMPLEMENTATION OF INTERNAL AUDIT ACTIONS (Pages 107 - 114)

To receive a report by the Corporate Director (People) providing an update on the implementation of internal audit actions.

Contact Officer: S Russell-Surtees - Sharon.Russell-Surtees@huntingdonshire.gov.uk

9. CORPORATE RISK REGISTER UPDATE (Pages 115 - 144)

To consider a report by the Director of Finance and Corporate Resources on the latest Corporate Risk Register.

Contact Officer: O Morley - (01480) 388103

10. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2023/24 (Pages 145 - 156)

To consider the Annual Report to Council in respect of the year ending March 2024 on the work that has been undertaken by the Corporate Governance Committee.

Contact Officer: O Morley - (01480) 388103

11. CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT (Pages 157 - 160)

To receive the Corporate Governance Committee progress report.

Contact Officer: Democratic Services - (01480) 388169

12. EXCLUSION OF PRESS AND PUBLIC

To resolve –

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

Contact Officer: Democratic Services - (01480) 388169

13. CYBER SECURITY (Pages 161 - 180)

To receive an update from the Corporate Director (People) on Cyber Security.

Contact Officer: O Morley - (01480) 388103

1 day of July 2024

Michelle Sacks

Chief Executive and 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

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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 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.

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.