

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CORPORATE GOVERNANCE PANEL held THE COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARYS STREET, HUNTINGDON on Wednesday, 23rd March 2005

PRESENT: Councillors I C Bates, P J Downes,  
T V Rogers, L M Simpson, C J Stephens,  
I P Taylor and R G Tuplin

### 18. MINUTES

The Minutes of the meeting of the Panel held on 8th December 2004 were approved as a correct record and signed by the Chairman.

### 19. STATE OF THE DISTRICT DEBATE

(Councillor Holley was in attendance at the invitation of the Chairman for the consideration of this Item)

Pursuant to Minute No 11, the Panel gave consideration to a report by the Director of Central Services (a copy of which is appended in the Minute Book) on the outcomes of consultation with Members and investigations into potential alternative arrangements for the State of the District Debate.

After considering the issues involved, it was

RESOLVED

- (a) that the Council's Constitution be amended to refer to an Annual State of the District Address by the Leader, a response by Leader(s) of the Opposition and a single oral contribution by other Members of the Council; and
- (b) that suitable wording be submitted to the next meeting for consideration as part of the Panel's deliberations on the review of the Council's Constitution.

### 20. RISK MANAGEMENT UPDATE

With the aid of a report by the Director of Commerce and Technology (a copy of which is appended in the Minute Book) the Panel considered a proposed risk management model, associated risk categories and action notes. Having noted the recommendations contained in the Comprehensive Performance Assessment report relating to risk 'appetite', it was

RESOLVED

that the basis for assessing risk, the risk level categories and associated action notes and the allocation of levels to the risk grid as set out in Annex 1, Annex 2 and paragraph 2.5 to the report now submitted be adopted.

**21. INTERNAL AUDIT SERVICE - INTERNAL AUDIT PLAN 2005-06**

The Panel received a report by the Director of Commerce and Technology (a copy of which is appended in the Minute Book) to which was appended the Internal Audit and Assurance Plan 2005/06. Having noted the methodology by which the number of days allocated to an audit was determined, it was

RESOLVED

that the contents of the report be noted.

**22. COMPLAINTS**

The Panel received a report by the Director of Central Services (a copy of which is appended in the Minute Book) containing an analysis of internal complaints and a summary of complaints determined by the local government Ombudsman. Having being informed of the procedure for handling complaints internally, it was

RESOLVED

that the contents of the report be noted.

**23. CORPORATE GOVERNANCE AND IMPROVEMENT PLANNING**

A report by the Head of Policy (a copy of which is appended in the Minute Book) containing details of the process designed to ensure the Council addressed those matters contained in the Comprehensive Performance Assessment Improvement Plan, which fell within the remit of the Panel, was received and noted. Members also were informed of the areas on which the Council was likely to be assessed during the next Assessment. Whereupon, it was

RESOLVED

that the contents of the report be noted.

**24. SPECIAL MEETING OF THE PANEL**

Members noted that a special meeting of the Panel would be held at 6pm on the 30th March 2005.

Chairman