

**Local Code of Corporate Governance
Dimension 1 – Community Focus**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|---|---|----------------------------|
| <p>(a) Publish annually and on a timely basis an objective and understandable account of its financial position and performance.</p> <p><i>(The publication shall include statements:</i></p> <ul style="list-style-type: none"> • <i>Explaining the council's responsibility for the financial statements</i> • <i>Confirming that the council complies with relevant standards and codes of corporate governance</i> • <i>Confirming the effectiveness of the council's system for risk management and internal control)</i> | Annual Financial statements | Annual financial statements are prepared & published in accordance with legislation. | Head of Financial Services |
| | Publish information with Council Tax demands | Leaflet distributed with Council Tax & NNDR bills contains information on financial performance and future spending plan. | Head of Revenue Services |
| | Publish information through the council's newsletter. | 'District Wide' will continue to be used to provide information on the council's performance, including financial performance. | Head of Policy |
| | Publish the information via the Internet. | The current years Council Tax leaflet is available on the Internet together with the financial accounts and external auditors' annual audit and inspection letter for 2004/05. | Head of Financial Services |
| <p>(b) Publish on a timely basis an objective, balanced and understandable account and assessment of its current performance and plans to maintain and improve service delivery.</p> | Growing Success - Corporate Plan | The Corporate Plan, 'Growing Success', incorporates a performance management framework and information required to be published for the BVPP. Reporting on performance to Members and senior management will be at least quarterly. | Head of Policy |
| | Publish the information via the Internet. | Growing Success and other performance data is available via the Council's website. | Head of Policy |
| | Publish information through the council's newsletter. | 'District Wide' will continue to be used as the method for making widely available information on performance. | Head of Policy |

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| (c) Put in place proper arrangements for the independent review of the financial and operational reporting processes. | <i>Fully independent</i> | | |
| | Annual audit letter and other audit reports | The annual external auditors' letter was discussed at Corporate Governance Panel in November 2004. Future reports will be presented to the Panel also. | Head of Financial Services |
| | Inspectorate reports | External inspectorate reports (BV) are submitted to Scrutiny Panel(s) and Cabinet. | Appropriate Head of Service |
| | <i>Quasi independent</i> | | |
| | Overview and Scrutiny Panels | Panels are able to call-in any decision that they wish to review. CPA action plan requirement to implement Overview & Scrutiny development plan. | Head of Administration |
| | Corporate Governance Panel | The Panel are responsible for ensuring governance, including financial management, is adequate and effective. Training on governance issues has been provided. | Head of Financial Services |
| | Internal audit | An annual report is presented to COMT and Corporate Governance Panel. | Internal Audit Manager |
| (d) Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work in practice. | Community Strategy | Completed. Reporting on performance will take place in 2005/06. Parish and other community planning processes used to review community strategy. | Head of Policy |

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| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
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| | Local Strategic Partnership | Huntingdonshire Strategic Partnership in place and development programme initiated to ensure HSP is both consultative and representative of local communities. | Head of Policy |
| | Area forums' | Community safety area task groups Ramsey ' Area Partnership Community Action Partnerships Oxmoor Opportunities Partnerships Town centre management initiatives | Appropriate Head of Service |
| | Council newsletter - 'District Wide' | 'District Wide' has been used to seek the views of local residents. | Head of Policy |
| | Consultation & Communication strategy | Updated strategy and action plan approved by Cabinet March 2005. To be reviewed every 2-3 years. Guidance and training provided for employees. CPA action plan requirement to prepare and implement communication plans. | Head of Policy |
| | Publication of Council, Cabinet and Scrutiny Panel decisions on website. | Publication of decisions via website completed in May 2003. Further developments planned to provide for the monitoring of decisions implementation. | Head of Administration |
| | Equality and Inclusion Strategy | Updated Equality and Inclusion Strategy adopted 2005. | Head of Policy |

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| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
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| | Young Person Active Involvement Project | Action plan for three year project in place to develop arrangements for greater participation of young people in the work of the Council. | Head of Policy |
| (e) Make an explicit commitment to openness in all of its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so. | Constitution | Article 3 & Part 4, set out rights of access. | Head of Administration |
| | Access to information | Approved Freedom of Information publication scheme in place. Published on website. Update and monitoring planned. | Head of Administration |
| | Forward plan | Prepared regularly and published on the internet. | Head of Administration |
| | Decision records | Delegated decisions to portfolio holders and Chief Officers. Further development of web based system planned to provide for monitoring of implementation of decisions. | Head of Administration |
| | Consultation & Communications strategy | Updated strategy and action plan approved by Cabinet March 2005. To be reviewed every 2-3 years. Guidance and training provided for employees. | Head of Policy |
| (f) Establish clear channels of communication with all sections of the community and other stakeholders, and put in place proper monitoring arrangements to ensure that they operate effectively. | Partnership framework | Under development, likely to be adopted in the autumn of 2004 | Head of Policy |
| | IIP accreditation | Accreditation renewed July 2003. | Head of Personnel |

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| | Consultation & Communications strategy | Updated strategy and action plan approved by Cabinet March 2005. To be reviewed every 2-3 years. Guidance and training provided for employees. CPA action plan requirement to prepare and implement communication plans. | Head of Policy |
| | HELP project and kiosks | IT equipment installed in community locations. Kiosks at St Ives and Ramsey. | Head of Information Management |
| | e-gov strategy – ieg | Approved by the ODPM. | Head of Information Management |
| | Internet website | In place. | Head of Information Management |
| | Freedom of Info – Publication Scheme | Approved Freedom of Information Publication Scheme in place. Published on website. Update and monitoring planned. | Head of Information Management |
| | Customer Service Strategy | Approved by Cabinet, June 2003. Call Centre expected to be operational October 2005. | Head of Information Management |
| (g) Ensure that strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated. | Community Strategy | Community Strategy in place. Annual reporting on performance and updating. Comprehensive review planned for 2006/07. Short to medium term priorities identified, action plans developed to promote achievement. . | Head of Policy |

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| | Local Strategic Partnership | Huntingdonshire Strategic Partnership in place and development programme initiated to ensure HSP is both consultative and representative of local communities. | Head of Policy |
| | Corporate Plan – ‘Growing Success’ | Plan in place that determines the direction, priorities and objectives of the Council and incorporates a comprehensive performance management framework. Updated June 2005. | Head of Policy |
| | Priorities in Growing Success | The priorities, which were based on consultation, are in place. | Head of Policy |
| | Service Plans | The service plan format is to be revised, taking into account Growing Success and Council priorities. Improved monitoring is to be introduced through the performance management framework. | Head of Policy |
| | Best Value Performance Plan | Published annually and incorporated into Growing Success, the Council’s corporate plan from 2004/05. | Head of Policy |

**Local Code of Corporate Governance
Dimension 2 – Service Delivery Arrangements**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|---|--|----------------|
| (a) Set standards and targets for the delivery of services. | Council Priorities | Corporate Plan and resulting priorities in place. | Head of Policy |
| | Service Plans | Service Plans are based upon achieving council priorities. The service plan format is to be revised, taking into account Growing Success and Council priorities. Improved monitoring is to be introduced through the performance management framework. | Head of Policy |
| | Corporate performance management framework (CPMF) | Revised outcomes, measures and targets that reflect the requirements of the Corporate Plan approved by Council in June 2005. | Head of Policy |
| | Best Value Review | The service review (best value) programme in place. | Head of Policy |
| (b) Put in place systems to ensure the Council meets its duties to promote equality. | Equality and Inclusion strategy | Updated Equality and Inclusion strategy adopted. | Head of Policy |
| (c) Put in place sound systems for providing management information for performance measurement purposes. | Corporate performance monitoring framework | Developed and incorporated into Growing Success. To be embedded into service plans and implemented through improved monitoring. | Head of Policy |

Local Code of Corporate Governance
Dimension 2 – Service Delivery Arrangements

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|---|---|----------------------------|
| | Routine budgetary control reports to Cabinet & COMT | Reports provided quarterly. | Head of Financial Services |
| (d) Monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans. | Growing Success - corporate plan. | Updated 2005. BVPP incorporated into Growing Success. | Head of Policy |
| | Overview and Scrutiny Panels | Monitor performance and improvement plans. | Head of Policy |
| | Service Plans | Director's monitor on a service level, performance at service level feeds through to CPMF. | Appropriate Director |
| | Corporate performance management framework | Developed and incorporated into Growing Success, corporate plan. Monitored quarterly through CPMF. | Head of Policy |
| (e) Put in place arrangements to allocate resources according to priorities. | Corporate performance management framework | Developed and incorporated into Growing Success, corporate plan. Allocation of resources to be challenged through Service Reviews from 2005/06 onwards. | Head of Policy |
| | MTP | 5 year MTP process in place. It is reviewed and refined annually. | Head of Financial Services |

**Local Code of Corporate Governance
Dimension 2 – Service Delivery Arrangements**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|--------------------------------|---|-----------------------------|
| | Code of Financial Management | Included in the Constitution and reviewed yearly. | Head of Administration |
| (f) Foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors, and consider the delivery of services in partnership with such organisations where it is efficient and effective to do so. | Community Strategy | Community Strategy in place. Annual reporting on performance and updating. Comprehensive review planned for 2006/07. Short to medium term priorities identified, action plans developed to promote achievement. | Head of Policy |
| | Partnership framework | Under development. | Head of Policy |
| | Corporate procurement strategy | Approved by Cabinet, May 2003. Strategy to be reviewed annually. Examining the opportunities for developing partnering agreements. | Head of Financial Services |
| (g) Respond positively to the findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions. | Annual audit letter | Presented to the Corporate Governance Panel | Head of Financial Services |
| | Other External Audit reports | Discussed and reported at Officer level & COMT. | Appropriate Head of Service |
| | Inspectorate reports | Presented to the appropriate Scrutiny Panel and Cabinet. | Appropriate Head of Service |

**Local Code of Corporate Governance
Dimension 2 – Service Delivery Arrangements**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|---|---|------------------------|
| | Internal audit to monitor and report upon implementation. | Directors receive regular reports on responses to agreed actions, incl. external audit reports. Regular liaison meetings with external audit. | Internal Audit Manager |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|---|---|------------------------|
| (a) Establish and maintain a clearly documented protocol governing relationships between members and employees. | Protocols for Members and Officers | Included in the Constitution. | Head of Administration |
| | Officers' Code of Conduct | Included in the Constitution. Notification to all employees and registers held for registrations under the Code. Proformas and explanations posted on intranet. | Head of Administration |
| (b) Ensure that the relative roles and responsibilities of executive, overview and scrutiny, and other members are clearly defined together with the terms of their remuneration and its review. | Responsibility for: Local Functions Council Functions Executive Functions | Included in the Constitution. | Head of Administration |
| | Roles and responsibilities of the executive members (Part 3 Table 3 & Part 1 Article 7) | Included in the Constitution. | Head of Administration |
| | Article 2 – Members of the Council | Included in the Constitution. | Head of Administration |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|--|---|------------------------|
| | Member induction process | All Members are required to participate in the induction process. | Head of Administration |
| | Information pack for Members | Issued to all Members upon their election to the Council. | Head of Administration |
| | Monitoring Officer | Overview & Scrutiny Action Plan approved September 2005. | Head of Administration |
| | Members' allowance scheme. | Included in the Constitution. Currently index linked for maximum four year period. The Independent Panel will meet if any changes required, other than inflationary increase. | Head of Administration |
| (c) Establish and maintain a clearly documented protocol that explains Members roles in community political leadership. | Protocol for Community Leadership by Members | Completed and included in Constitution. | Head of Administration |
| Roles & Responsibilities – Members | | | |
| (d) Meet on a formal basis regularly to set the strategic direction of the Council and to monitor service delivery. | Schedule of council meetings | Published. | Head of Administration |
| | Cabinet & Council | All policy and strategic decisions are made in either of these forums. | Head of Administration |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|--|---|-----------------------------|
| | Corporate performance management framework | Developed and incorporated into Growing Success, corporate plan. Allocation of resources to be challenged through Service Reviews from 2005/06 onwards. | Head of Policy |
| | Service Reviews | Members are represented on Service Reviews Reports are presented to Scrutiny Panels detailing the achievement of improvement plans. | Appropriate Head of Service |
| (e) Develop and maintain a scheme of delegated or reserved powers, which should include a formal schedule of those matters specifically reserved for the collective decision of the Council. | Scheme of Delegation | Included in the Constitution. | Head of Administration |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|--|-----------------------------------|------------------------|
| (f) Establish and maintain clearly documented and understood management processes for <ul style="list-style-type: none"> • policy development, implementation and review and for decision-making; • monitoring and control, and reporting; and • formal procedural and financial regulations that govern the conduct of the Council's business. | <ul style="list-style-type: none"> • Council Procedure Rules (Standing Orders) • Access to Information Procedure Rules • Budget and Policy Framework Procedure Rules • Cabinet Procedure Rules • Overview and Scrutiny Procedure Rules • Code of Financial Management (incl. MTP) • Code of Procurement | Included in the Constitution. | Head of Administration |
| | Forward Plan | In place. | Head of Administration |
| | Decision Framework | In place. | Head of Administration |
| | Decision Digest | Issued on a monthly basis. | Head of Administration |
| (g) Put in place arrangements for members to be properly trained. | Members' induction scheme | In place for new Members. | Head of Administration |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|--|---|----------------------------|
| | Regular update sessions | Specific training is provided for Members who sit on the <ul style="list-style-type: none"> • Licensing Panel • Development Control Panel • Standards Committee • Overview & Scrutiny • Corporate Governance | Head of Administration |
| | Training Plan & Record | Training programme in place for Members with personal records of training attended. Assessment to be undertaken of Member requirements by December 2004. | Head of Administration |
| | IT Resources | In place. | ICT Services Manager |
| Roles & Responsibilities - Officers | | | |
| (h) Make the Chief Executive responsible for all aspects of strategic and corporate management. | Part 2 Article 12 – Officers & Part 7 - Management Structure | Included in the Constitution. | Head of Administration |
| | Job description/person specification | In place. | Head of Personnel Services |
| (i) Make each Director and Head of Service responsible for specific aspects of operational management. | Part 2 Article 12 – Officers & Part 7 - Management Structure | Included in the Constitution. | Head of Administration |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|---|--|-----------------------------------|
| | Departmental Structures | In place. | Head of Personnel Services |
| | Job description/person specification | In place. | Head of Personnel Services |
| (j) Make the Director of Commerce & Technology responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control. | S. 151 responsibilities | Director of Commerce & Technology appointed S151 April 2001. | Chief Executive |
| | Part 2 Article 12 – Officers & Part 7 - Management Structure | Included in the Constitution. | Head of Administration |
| | Code of Financial Management | Para 1. 9 details the specific responsibilities of the Director. The Code is reviewed annually. | Director of Commerce & Technology |
| (k) Appoint a Monitoring Officer who shall be responsible for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with. | Part 2 Article 12 – Officers & Part 7 - Management Structure | Included in the Constitution. | Chief Executive |
| | Library of relevant government law & encyclopaedias | In place. | Head of Administration |
| | Subscription to the Stationery Office for relevant Acts, statutory instruments and circulars. Subscription to 'Councillors Briefing'. | Allocation of legislation to relevant Heads of Service Circulation to Members of summaries of legislative changes | Head of Administration |

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|--|--|--|
| | Subscription to Local Government Association for receipt of LGA circulars and up-dates | Circulation of information to relevant Heads of Service | Head of Administration |
| (l) Define clearly in writing the roles and responsibilities of Directors and Heads of Service, together with the terms of their remuneration and its review. | Clear roles for Chief Officers | The functions and responsibilities of COMT (incl. Statutory Responsibilities) are defined in the Constitution. | Head of Administration |
| | Job descriptions / specifications | In place for all Directors & Heads of Service. | Head of Personnel |
| | Conditions of service | In place. | Head of Personnel |
| | Performance review/appraisal | Directors & Heads of Service are subject to annual appraisals at which performance is evaluated. | Chief Executive & appropriate Director |

**Local Code of Corporate Governance
Dimension 4 – Risk Management and Internal Control**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|--|---|----------------------------|
| (a) Develop and maintain robust systems for identifying and evaluating all significant risks that involves the participation of all those associated with planning and delivering services. | Assurance Framework, incl: <ul style="list-style-type: none"> • Corporate Plan • Service Plans • Risk registers • Self assessment | Under development. Will be driven by the development of Growing Success, corporate plan and be embedded via CPMF & service plans & implemented through monitoring & reporting to the Corporate Governance Panel. | Head of Financial Services |
| | Risk management strategy | Risk management strategy approved by Cabinet in January 2004. | Head of Financial Services |
| | Risk Register | Corporate Governance Panel has approved the Council's risk appetite framework. Directors & Heads of Services have prepared risk registers. The register will be submitted to Corporate Governance Panel during 2005/06. CPA action plan requirement to link register to service planning framework. | Head of Financial Services |
| | Risk Management Group. | In place & meets regularly. | Risk Management Advisor |
| | Control framework | External audit provide an annual statement in their annual report re the systems of control. | Head of Financial Services |
| | Risk Management Advisor | In place. | Head of Financial Services |

Local Code of Corporate Governance
Dimension 4 – Risk Management and Internal Control

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|---|--|--|
| | Project Management | The Activity Charter (or PRINCE2) process endorsed by the Corporate Strategy Advisory Group in March 2004 requires project risks to be identified. | Appropriate Director, or Head of Service |
| | MTP project appraisals | Bids are required to provide a risk assessment. | Head of Financial Services |
| (b) Put in place effective risk management systems, including systems of internal control and an internal audit function. <i>(These arrangements need to ensure compliance with all applicable statutes, regulations and relevant statements of best practice and need to ensure that public funds are properly safeguarded and are used economically, efficiently and effectively).</i> | Scheme of delegation | Included in the Constitution. | Head of Administration |
| | Internal audit terms of reference and strategy. | Terms of reference are in place. They are being revised to meet the 2003 CIPFA Code of Audit Practice. Together with the audit strategy, they shall be presented to the Corporate Governance Panel for approval. | Internal Audit Manager |
| | Corporate performance management framework | Developed and incorporated into Growing Success, corporate plan. Allocation of resources to be challenged through Service Reviews from 2005/06 onwards. | Head of Policy |
| | Codes of Financial Management & Procurement. | In place and reviewed annually. | Head of Administration |
| (c) Ensure that its services are delivered by trained and experienced people. | Job description/personal specifications | Documents are reviewed to ensure they are relevant when posts become vacant. | Head of Personnel Services |

Local Code of Corporate Governance
Dimension 4 – Risk Management and Internal Control

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|--|---|---------------------------------------|
| | Training and development plan | Prepared during annual appraisal process. | Heads of Service & Activity Manager's |
| | Annual performance appraisal | Formal appraisals & mid-year reviews. | Heads of Service & Activity Manager's |
| (d) Put in place effective arrangements for an objective review of the effectiveness of risk management and internal control, including internal audit. | External Audit – Audit plan and reports | The external auditors review the operation of internal controls and the effectiveness of Internal Audit and report outcomes to Members in the Audit Letter. | Chief Executive |
| | Corporate Governance Panel | Established in August 2004. Regularly receives reports on risk management, and internal control. | Director of Commerce & Technology |
| | Internal audit service | Internal Audit reviews the internal control framework and report findings to management. An annual report is submitted to the Corporate Governance Panel. | Director of Commerce & Technology |
| (e) Maintain an objective and professional relationship with their external auditors and statutory inspectors. | Annual audit letter and external auditors' attendance at Corporate Governance Panel. | External audit have their own office, and have regular dialogue with senior staff. | Head of Financial Services |
| | External/Internal Audit protocol | Change of external auditors for 2004/05. New protocol etc to be discussed and established. | Internal Audit Manager |

Local Code of Corporate Governance
Dimension 4 – Risk Management and Internal Control

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|---|--------------------------------|--|------------------------------|
| (f) Publish annually an objective, balanced and understandable statement and assessment of the Council's risk management and internal control mechanisms and their effectiveness in practice. | Corporate Governance Statement | Corporate Governance Statement approved by Corporate Governance Panel, including the Statement on Internal Control required under the Accounts and Audit Regulations 2003. | Director of Central Services |
| | Statement on Internal Control | | Head of Financial Services |

**Local Code of Corporate Governance
Dimension 5 – Standards of Conduct**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|---|--|-----------------------------------|
| <p>(a) Develop and adopt formal codes of conduct defining standards of personal behaviour to which individual members, employees, and agents of the Council are required to subscribe and put in place appropriate systems and processes which seek to ensure that they are complied with.</p> | Members' Code of Conduct | Included in the Constitution | Head of Administration |
| | Employees' Code of Conduct | Approved and included in Constitution. Notification to all employees and registers held for registrations under the Code. Proformas and explanations posted on intranet. | Head of Administration |
| | Complaints procedures | In place and available on the Internet. Persistent complainants code to be introduced by September 2004 | Head of Administration |
| | Equality and Inclusion Strategy | Explicit statement included regarding responsibilities. | Head of Policy |
| | Dignity at Work Policy | Approved by Employment Panel and available on the intranet. | Head of Personnel |
| | Anti-fraud and Corruption Policy | Agreed by Cabinet in January 2004. Reviewed annually. | Director of Commerce & Technology |
| | IT policies and procedures | Internet access and email protocols in place. | ICT Services Manager |
| | Members' Planning Code of Good Practice | Included in the Constitution. | Head of Administration |

**Local Code of Corporate Governance
Dimension 5 – Standards of Conduct**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
|--|------------------------------------|--|------------------------|
| (b) Introduce arrangements that endeavour to ensure that members and employees of the Council are not being influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to monitor their operation. | The Register of Members' Interests | Included in the Constitution. | Head of Administration |
| | Members' Personal Interests | Included in the Constitution | Head of Administration |
| | Employees' Code of Conduct | Approved and included in Constitution. Notification to all employees and registers held for registrations under the Code. Proformas and explanations posted on intranet. | Head of Administration |
| (c) Put in place arrangements that seek to ensure that the procedures and operations dealing with standards of conduct are designed in conformity with appropriate ethical standards and best practice, and to monitor their continuing compliance in practice. | Monitoring Officer | Appointed as per the Constitution. | Head of Administration |
| | Standards Committee | Included in the Constitution. | Head of Administration |
| | Complaints Procedure | In place and available on the Internet. Currently being reviewed. | Head of Administration |
| | Scrutiny Function | Included in the Constitution | Head of Administration |

**Local Code of Corporate Governance
Dimension 5 – Standards of Conduct**

| Huntingdonshire District Council shall: | Key Indicators of Compliance | Current Position & Future Actions | Lead Officer |
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| (d) Put in place arrangements for whistle blowing to which staff and all those contracting with the council have access. | Whistleblowing Policy & Procedure | <p>Whistleblowing Policy and Procedure had been adopted, and is available on the Internet and Intranet. Reviewed annually.</p> <p>Publicity material has been distributed both internally and externally.</p> <p>The Internet and Intranet contain an e-form that allows allegations to be submitted. Dedicated telephone number introduced. Allegations can be made anonymously.</p> | Director of Central Services |
| | Standard Conditions of Contract | Corporate Governance Panel informed of difficulties in drafting a standard whistleblowing condition that is both meaningful and effective. | Head of Legal & Estates |

| Glossary | | |
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| A&AR | Accounts & Audit Regulations 2003 | <p>The terms of reference for the Corporate Governance Panel agreed by Council in July 2004 are :</p> <ul style="list-style-type: none"> ensuring that the financial management of the Council is adequate and effective; ensuring that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions including arrangements for the management of risk; considering the Council's Code of Corporate Governance and approving the annual statement in that respect; approving and modifying the terms of reference and strategy for internal audit; commenting on the annual internal and external audit plans; receiving half-yearly and end of year reports on progress in delivering the annual |
| BVPP | Best Value Performance Plan | |
| BVR | Best Value Reviews | |
| COMT | Chief Officers Management Team | |
| CPMF Framework | Corporate Performance Management Framework | |
| HELP | Hunts E-Learning Points | |

**Local Code of Corporate Governance
Dimension 5 – Standards of Conduct**

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| <p>IEG IIP</p> <p>Implementing Electronic Government Investors in People</p> <p>LSP</p> <p>Local Strategic Partnership</p> <p>MTO's MTP</p> <p>Medium Term Objectives Medium Term Plan</p> <p>ODPM</p> <p>Office of the Deputy Prime Minister</p> | <p>internal audit plan;</p> <ul style="list-style-type: none"> • receiving and considering the external auditor's annual management letter; • approving the Council's statement of accounts; • consideration of any matters arising from the audit of accounts; • approval of the Council Tax base; • determination of the Council's complaints procedure, monitoring compliance with the procedure, compensatory payments to complainants and formulation of recommendations to the Cabinet or Council on any action to be taken as a consequence; • considering reports by the Local Government Ombudsman, approval of compensatory payments to complainants and the formulation of recommendations to the Cabinet or Council on any remedial action to be taken as a consequence; • adoption and monitoring of a policy and procedure for disclosure of information under the Public Interests Disclosure Act 1999 (whistleblowing); • oversight of the Council's Constitutional arrangements and advising the Council of any changes that may be desirable. |
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