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## Corporate Governance Panel

Report of the meeting held on 14th December 2005

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### Matters for Information

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#### 11. LOCAL GOVERNMENT OMBUDSMAN – LOCAL SETTLEMENT OF COMPLAINT

The Panel has been acquainted with the outcome of a complaint against the Council by a member of the public and the action taken to settle the complaint locally.

#### 12. CALCULATION OF COUNCIL TAX BASE 2006/07

In accordance with Section 34 of the Local Government Finance Act 1992 and the Local Government Finance Act 1992 and the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the Panel has approved the amount calculated by the District Council as a tax base for the whole of the district for the year 2006/07 as 56,939. The amounts for the various parishes are as follows -

	£
Abbotsley	188
Abbots Ripton	133
Alconbury	552
Alconbury Weston	275
Alwalton	125
Barham & Woolley	28
Bluntisham	718
Brampton	1,782
Brington & Molesworth	112
Broughton	86
Buckden	1,150
Buckworth	49
Bury	588
Bythorn & Keyston	139
Catworth	134
Chesterton	59
Colne	323
Conington	73
Covington	39
Denton & Caldecote	24
Diddington	31
Earith	577
Easton	76
Ellington	243
Elton	277

Eynesbury Hardwicke	728
Farcet	542
Fenstanton	1,190
Folksworth & Washingley	350
Glatton	130
Godmanchester	2,241
Grafham	233
Great & Little Gidding	127
Great Gransden	447
Great Paxton	371
Great Staughton	309
Haddon	19
Hail Weston	239
Hamerton	40
Hemingford Abbots	322
Hemingford Grey	1,159
Hilton	426
Holme	239
Holywell-cum-Needingworth	970
Houghton & Wyton	1,154
Huntingdon	6,661
Kings Ripton	73
Kimbolton & Stonely	588
Leighton Bromswold	81
Little Paxton	1,120
Morborne	12
Offord Cluny	195
Offord d'Arcy	296
Old Hurst	97
Old Weston	87
Perry	267
Pidley-cum-Fenton	148
Ramsey	2,855
St Ives	5,587
St Neots	9,008
St Neots Rural	29
Sawtry	1,738
Sibson-cum-Stibbington	202
Somersham	1,353
Southoe & Midloe	152
Spaldwick	223
Steeple Gidding	11
Stilton	782
Stow Longa	60
Tetworth	19
The Stukeleys	658
Tilbrook	107
Toseland	37
Upton & Coppingford	89
Upwood & The Raveleys	406
Warboys	1,365
Waresley	129
Water Newton	42
Winwick	41
Wistow	216
Woodhurst	155

Woodwalton	83
Yaxley	2,809
Yelling	141
	<u>56,939</u>

**13. CORPORATE POLICY ON DOCUMENT RETENTION AND RECORDS MANAGEMENT**

Subject to an amendment to Section 2.2 to include reference to background documents, which need to be retained for 4 years, the Panel has approved a corporate policy on Document Retention and Records Management. Members have been informed that the amount of documentation held in various formats currently is being assessed and a further report has been requested on this subject.

With regard to the release of information on access to their own e-mails under the policy, Members have been assured that party political e-mails will be treated as confidential to the originators and recipients and explanatory information has been circulated on how e-mails are to be treated under the policy.

**14. INTERNAL AUDIT SERVICE – INTERIM REPORT 2005/06**

The Panel has been acquainted with progress by the Internal Audit service against the Audit Plan for 2005/06. As a result of the work carried out, the Audit Manager is of the view that the Council's systems continue to provide a limited level of assurance. Having discussed Executive Councillors' involvement in ensuring agreed actions are implemented, the Panel has reminded Directors and Heads of Service of the importance of complying with agreed actions on audit reports within the relevant timescales.

**15. WHISTLEBLOWING:  
ANNUAL REVIEW OF POLICY AND PROCEDURE**

The Panel has been acquainted with the outcome of the annual review of the Whistle Blowing Policy, as a result of which no changes to the policy are considered necessary. Fourteen concerns were raised during the course of the year, 5 of which related to other organisations. The remaining 9 have been investigated fully which has led to consideration being given to criminal proceedings against two members of the public for possible benefit fraud.

**16. REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY**

Having been acquainted with the outcome of a review of the Anti-Fraud and Corruption Strategy, the Panel has approved an amended strategy which now incorporates the Members' Planning and Licensing Codes of Good Practice and the Money Laundering Avoidance Policy.

C J Stephens  
Chairman