

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CORPORATE GOVERNANCE PANEL held in THE COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARYS STREET, HUNTINGDON on Wednesday, 14th December 2005.

PRESENT: Councillors I C Bates, P J Downes,
T V Rogers and L M Simpson.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors C J Stephens, I P Taylor and R G Tuplin.

21. MINUTES

The Minutes of the meeting of the Panel held on 29th September 2005 were approved as a correct record and signed by the Chairman.

22. MEMBERS' INTERESTS

Councillor I C Bates declared a personal and prejudicial interest in Minute Nos.24 and 25 by virtue of his dealings with the complainant in the case under consideration and left the meeting for the duration of the discussion and voting thereon.

23. ELECTION OF CHAIRMAN

RESOLVED

that Councillor T V Rogers be elected Chairman of the Panel for the ensuing two items of business.

Councillor Rogers in the Chair.

24. EXCLUSION OF PUBLIC

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to a recipient of a service provided by the Council and the financial or business affairs of a particular person.

25. LOCAL GOVERNMENT OMBUDSMAN - LOCAL SETTLEMENT OF COMPLAINT

The Panel received and noted a report by the Director of Central Services (a copy of which is appended in the Minute Book) on a complaint against the Council by a member of the public and the terms of a local settlement by way of a compensatory payment as recommended by the Local Government Ombudsman.

Councillor Bates in the Chair.

26. READMITTANCE OF THE PRESS AND PUBLIC

RESOLVED

that the press and public be readmitted to the meeting.

27. CALCULATION OF COUNCIL TAX BASE 2006/07

In accordance with Section 34 of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) and after consideration of a report by the Head of Revenue Services (a copy of which is appended in the Minute Book) setting out the general principles for the calculations of the tax base for the District, it was

RESOLVED

- (a) that the report by the Head of Revenue Services regarding the calculations of the District Councils tax base for the year 2006/07 be approved; and
- (b) that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the amount calculated by the Huntingdonshire District Council as their tax base for the whole District for the year 2006/07 be 56,939 and shall be as listed below for each parish of the District:

Abbotsley	188
Abbots Ripton	133
Alconbury	552
Alconbury Weston	275
Alwalton	125
Barham & Woolley	28
Bluntisham	718
Brampton	1782
Brington & Molesworth	112
Broughton	86
Buckden	1150
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	1190

Folksworth & Washingley	350
Glatton	130
Godmanchester	2241
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	1159
Hilton	426
Holme	239
Holywell-cum-Needingworth	970
Houghton & Wyton	1154
Huntingdon	6661
Kings Ripton	73
Kimbolton & Stonely	588
Leighton Bromswold	81
Little Paxton	1120
Morborne	12
Offord Cluny	195
Offord d'Arcy	296
Old Hurst	97
Old Weston	87
Perry	267
Pidley-cum-Fenton	148
Ramsey	2855
St Ives	5587
St Neots	9008
St Neots Rural	29
Sawtry	1738
Sibson-cum-Stibbington	202
Somersham	1353
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	1365
Waresley	129
Water Newton	42
Winwick	41
Wistow	216
Woodhurst	155
Woodwalton	83
Yaxley	2809
Yelling	<u>141</u>
	<u>56939</u>

28. CORPORATE POLICY ON DOCUMENT RETENTION AND RECORDS MANAGEMENT

With the aid of a report by the Head of Information Management (a copy of which is appended in the Minute Book) the Panel considered the terms of a Corporate Policy on Document Retention and Records Management. Members were informed that Section 2.2 would be amended to include reference to background documents, which would be retained for 4 years.

In response to a question, Members were informed that the amount of documentation held in various formats currently was being assessed. A further report was requested for the submission to a future meeting of the Panel on the management of this information.

Members discussed access to their own emails under the policy. Having being assured that political emails would be treated as confidential to the originators and recipients, it was

RESOLVED

- (a) that the Corporate Policy on Document Retention and Records Management be approved;
- (b) that a further report be submitted to a future meeting on how different formats of information are to be retained; and
- (c) that information on how emails are to be treated under the Policy be circulated to all Members.

29. INTERNAL AUDIT SERVICE - INTERIM REPORT 2005/06

The Panel received and noted a report by the Audit Manager (a copy of which is appended in the Minute Book) summarising progress against the Annual Audit Plan 2005/06. As a result of the work carried out the Audit Manager was of the view that the Council's systems continued to provide a limited level of assurance. Having discussed Executive Councillors' involvement in ensuring agreed actions were implemented, it was

RESOLVED

that Directors and Heads of Service be reminded of the importance of introducing agreed actions on audit reports within the relevant timescales.

30. WHISTLEBLOWING: ANNUAL REVIEW OF POLICY & PROCEDURE

The Panel received and noted a report by the Audit Manager (a copy of which is appended in the Minute Book) on the outcome of the annual review of the Whistle blowing Policy.

31. REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY

The Panel received a report by the Audit Manager (a copy of which is

appended in the Minute Book) on the outcome of a review of the Anti-Fraud and Corruption Strategy, as a consequence of which it was suggested that appropriate amendments relating to the Members' Planning and Licensing Codes of Good Practice and the Money Laundering Avoidance Policy should be incorporated into the Strategy.

RESOLVED

that the amended Anti-Fraud and Corruption Strategy reproduced at Appendix A to the report now submitted, be approved.

Chairman