

**CORPORATE GOVERNANCE PANEL PROGRESS REPORT**

<b>Panel Date</b>	<b>Decision</b>	<b>Response</b>	<b>Date for Action</b>	<b>Officer Responsible</b>
<b>25/09/12</b>	<p><b><u>Annual report on the Freedom of Information Act, Environmental Information Regulations and Data Protection Act</u></b></p> <p>Agreed that the previous year's statistics on the number of requests received by the Council under the Freedom of Information Act be included in future reports for comparative purposes.</p>		September 2013	Heads of IMD, Legal and Democratic Services
<b>25/09/12</b>	<p><b><u>2010/11 Accounts</u></b></p> <p>The corporate guide to managing projects be reviewed and approved by Chief Officers Management Team and subsequently forwarded on to Managers for their perusal.</p>	<p>A Working Group is being established to undertake this. Timescale will be clarified once they have met.</p>		Assistant Director Finance and Resources
<b>12/12/12</b>	<p><b><u>Corporate Business Continuity Planning</u></b></p> <p>Service Manager, IMD to identify site which would accommodate council services in the event of major incident at Pathfinder House. Details to be included in the 2013 Annual Report to Panel.</p>		December 2013 – Annual Report	Service Manager, IMD
<b>12/12/12</b>	<p><b><u>Fraud Investigation</u></b></p> <ul style="list-style-type: none"> <li>• Identification of fraud in non welfare work and proposals for the fraud service from April 2015 onwards.</li> <li>• To retain the Fraud Working Group</li> </ul>	<p>Fraud Team Business Plan for 2013/2014 outlines areas for non-welfare fraud consideration, including the Cambs Fraud Hub, to identify potential savings to HDC and record outcomes of this work for review by Corp Gov.</p>	<p>September 2014</p> <p>Ongoing</p>	<p>Head of Customer Services</p> <p>Head of Customer Services</p>

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		Provisional dates included in the 2013/14 municipal calendar to enable the Working Group to meet quarterly.		
12/12/12	<p><b><u>Providing assurance for the Governance Statement</u></b></p> <p>Draft Annual Governance Statement to May/June Panel Meeting</p>	To allow the development of the assurance mapping process, the draft AGS will be presented to Panel in July.	July 2013	Internal Audit Manager
26/3/13	<p><b><u>Grant Certification</u></b></p> <p>The Assistant Director Finance and Resources to write to the Department of Communities &amp; Local Government, the Department of Works &amp; Pensions and the Audit Commission over the cost of auditing benefit claims and requesting the criteria for taking a second sample be adjusted to require this if the errors are significant.</p>	Letter to be sent	June 2013	Assistant Director Finance & Resources
22/5/13	<p><b><u>Housing needs complaint award of compensation</u></b></p> <p>Compensation payment award of £250 to be offset against debt owed to the Council</p> <p>Housing Needs and Resources Manager to clarify why the Council had not been given the opportunity to resolve the matter in the first instance.</p>	<p>The Ombudsman may not investigate a complaint before a Council has had a reasonable opportunity to investigate and respond to it. There are some circumstances where, exceptionally, the Ombudsman will consider becoming involved sooner these include:</p> <ul style="list-style-type: none"> <li>• Complaints about education; and</li> <li>• Complaints about homelessness</li> </ul>		<p>Housing Needs and Resources Manager</p> <p>Housing Needs and Resources</p>

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		where the person is currently, or will imminently be, homeless. <i>(further details available from the Ombudsman's website)</i>		Manager
<b>22/5/13</b>	<p><b><u>Review of the effectiveness of Overview and Scrutiny Panels</u></b></p> <p>Request to the Deputy Executive Leader to update the Panel on the progress made with the pilot Local Joint Committee.</p> <p>Outcome of effectiveness review to be taken into account when considering the annual governance statement.</p> <p>Effectiveness reviews to be continued with the Licensing and Protection Panel/ Licensing Committee being reviewed next.</p>	Email sent to Councillor Guyatt on 24 <sup>th</sup> May 2013.	<p>July 2013</p> <p>September 2013</p> <p>May 2014</p>	<p>Senior Democratic Services Officer</p> <p>Internal Audit Manager</p> <p>Internal Audit Manager</p>
<b>22/5/13</b>	<p><b><u>Fraud Working Group</u></b></p> <p>Councillors E R Butler, K J Churchill, G J Harlock and P G Mitchell appointed to the Fraud Working Group for the 2013/14. First meeting to be arranged.</p>	Meeting on 12 <sup>th</sup> June, papers sent out prior to the meeting.	June 2013	Corporate Fraud Manager