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18 September 2007

To: Chairman – Councillor TJ Wotherspoon  
Vice-Chairman – Councillor RT Summerfield  
Members of the Corporate Governance Committee – Councillors NCF Bolitho,  
EW Bullman, NS Davies, JA Hockney and SGM Kindersley

Quorum: 2

Dear Councillor

You are invited to attend the next meeting of **CORPORATE GOVERNANCE COMMITTEE**, which will be held in **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 26 SEPTEMBER 2007** at **10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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<b>AGENDA</b>		<b>PAGES</b>
<b>1.</b>	<b>Apologies for Absence</b> To receive apologies for absence from committee members.	
<b>2.</b>	<b>Declarations of Interest</b>	
<b>3.</b>	<b>Minutes of Previous Meeting</b> To confirm the minutes of the meeting held on 29 June 2007 as a correct record.	<b>1 - 6</b>
<b>4.</b>	<b>Committee's Terms of Reference</b>	<b>7 - 10</b>
<b>5.</b>	<b>Job Description for Chairman of Committee</b>	<b>11 - 12</b>
<b>6.</b>	<b>Risk Management</b>	<b>13 - 80</b>
<b>7.</b>	<b>Anti-Theft, -Fraud and -Corruption Policy</b>	<b>81 - 96</b>
<b>8.</b>	<b>Continuation of Internal Audit Presentation</b>	
<b>9.</b>	<b>Internal Audit Report</b>	<b>97 - 104</b>
<b>10.</b>	<b>Financial Diagnostic</b>	<b>105 - 120</b>
<b>11.</b>	<b>External Audit: Annual Report to those Charged With Governance</b>	<b>121 - 150</b>
<b>12.</b>	<b>External Audit: Report on Health Inequalities</b>	<b>151 - 164</b>

- 13. External Audit: Matters of Topical Interest**
- 14. Local Government Ombudsman' s Annual Letter 2007** **165 - 176**
- 15. An Annual Report** **177 - 182**
- 16. Date of Next Meeting**  
Members are asked to bring their diaries.

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

### **Security**

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

### **Emergency and Evacuation**

In the event of a fire you will hear a continuous alarm. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

***Do not*** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

### **First Aid**

If someone feels unwell or needs first aid, please alert a member of staff.

### **Access for People with Disabilities**

All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

### **Toilets**

Public toilets are available on each floor of the building next to the lift.

### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

### **Banners / Placards / Etc.**

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

### **Smoking**

The Council operates a NO SMOKING policy.

### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.

### **Mobile Phones**

Please ensure that your phone is set on silent / vibrate mode during meetings.