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Tuesday 21 April 2009

To: Chairman – Councillor PW Topping
Vice-Chairman – Councillor RT Summerfield
Members of the Corporate Governance Committee – Councillors JD Batchelor,
NCF Bolitho, FWM Burkitt, Dr DR de Lacey and Mrs JM Guest

Quorum: 3

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, 29 APRIL 2009** at **9.30 a.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PAGES

- | | | |
|-------------------------------|---|----------------|
| 1. | Apologies for Absence
To receive apologies for absence from committee members. | |
| 2. | Declarations of Interest | |
| 3. | Minutes of Previous Meeting
To confirm the minutes of the meeting held on 15 December 2008 as a correct record. | 1 - 6 |
| INTERNAL AUDIT REPORTS | | |
| 4 (a) | Internal Audit Annual Report | 7 - 16 |
| 4 (b) | Internal Audit 3 Year Strategic Plan to 31 March 2012 | 17 - 28 |
| 4 (c) | Internal Audit Operational Plan For 2009/10 | 29 - 36 |
| EXTERNAL AUDIT REPORTS | | |
| 5 (a) | External Audit: Audit and Inspection Letter 2007/08 & Direction of Travel | 37 - 52 |

- 6. **Matters of Topical Interest**
- 7. **Audit of Employment Practice - Safeguarding Children** **53 - 102**
- 8. **Annual Governance Statement - Review (to follow)**
- 9. **Risk Register** **103 -
122**

Confidential Item

The Corporate Governance Committee is requested to consider the exclusion of the Press and public during the consideration of the following item in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraphs 3 & 7 of Part 1 of Schedule 12A of the Act as amended.

- 10. **Anti-Fraud Corruption and Security Healthcheck** **123 -
136**

- 11. **Date of Next Meeting**
The next meeting will be held on Monday 29 June at 9:30am.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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- **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.
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Toilets

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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, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

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

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

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Mobile Phones

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