



Epping Forest District Council

AUDIT AND GOVERNANCE COMMITTEE **Thursday, 29th November, 2012**

You are invited to attend the next meeting of **Audit and Governance Committee**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 29th November, 2012
at 7.00 pm .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Gary Woodhall
The Office of the Chief Executive
Tel: 01992 564470
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Members:

Councillors A Watts (Chairman), C Finn and Ms S Watson

Independent Mrs M Peddle (Vice-Chairman) and R Thompson

1. WEBCASTING INTRODUCTION

I would like to remind everyone present that this meeting will be recorded for subsequent repeated viewing on the Internet and copies of the recording could be made available for those that request it.

By being present at this meeting it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this might infringe your human and data protection rights. If you have any concerns please speak to the webcasting officer.

Please could I also remind members to put on their microphones before speaking by pressing the button on the microphone unit.

2. APOLOGIES FOR ABSENCE

(Assistant to the Chief Executive) To be declared at the meeting.

3. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes of the last meeting of the Committee held on 24 September 2012 (previously circulated).

5. MATTERS ARISING

To consider any matters arising from the previous meeting.

6. REPAIRS MANAGEMENT CONTRACT PRESENTATION (Pages 5 - 18)

(Director of Housing) To receive a presentation on the progress made by the Repairs Management Contract, originally given to the Housing Scrutiny Panel on 7 August 2012.

7. INTERNAL AUDIT MONITORING REPORT - JULY TO SEPTEMBER 2012 (Pages 19 - 36)

(Chief Internal Auditor) To consider the attached report (AGC-010-2012/13).

8. REPORTS OF THE EXTERNAL AUDITOR (Pages 37 - 48)

(External Auditor) To consider the following attached reports from the External Auditor (AGC-011-2012/13):

- (i) Annual Audit Letter 2011/12; and
- (ii) Audit Fee Outturn Summary 2011/12.

9. TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS - MID YEAR REPORT 2012/13 (Pages 49 - 64)

(Director of Finance & ICT) To consider the attached report (AGC-012-2012/13).

10. CO-OPTED MEMBERS - TERMS OF OFFICE

Recommendation:

(1) To consider the method to be adopted so as to ensure that overlapping 3 year terms of office are achieved for the two co-optees following recent changes to the Committee's Constitution.

1. (Assistant to the Chief Executive) At the Council meeting on 27 September 2012, Article 11 of the Constitution was amended following review. These amendments included changes to the terms of office of the co-opted members including:

- (a) introduction of 3 year terms of office;
- (b) a limit of two terms of office as of right;
- (c) an opportunity for two further 3 year terms but only after competitive advertisement;

(d) a requirement that re-appointment is conditional on satisfactory attendance; and

(e) creation of overlapping 3 year terms for succession planning purposes.

2. With the introduction of fixed three year terms of office, there is a need to introduce overlapping terms of office. The report made to the Council was as follows:

“15. There are two co-opted members at present and if our recommendation is accepted, the Panel recommend that their terms of office should be made to overlap to ensure that if one of them was to leave, continuity would be achieved through the other co-opted member. The Panel are proposing that the Audit and Governance Committee itself should consider how the terms of office of the two existing members can be made to overlap in future years.”

3. It is understood that the two co-opted members will discuss this issue and that a proposal will be made at the meeting.

11. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (Non-Executive Bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

12. EXCLUSION OF PUBLIC AND PRESS

Exclusion:

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement:

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) all business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest;
- (2) at the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press; and
- (3) any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers:

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.