

Committee Agenda



**Epping Forest
District Council**

Finance and Performance Management Cabinet Committee Monday, 20th November, 2006

Place: Civic Offices, High Street, Epping
Room: Committee Room 1
Time: 6.00 pm
Democratic Services Officer: Graham Lunnun, Research and Democratic Services
Tel: 01992 564244 Email: glunnun@eppingforestdc.gov.uk

Members:

Councillors J Knapman (Chairman), Mrs D Collins, Mrs A Grigg, S Metcalfe and C Whitbread

PLEASE NOTE THE START TIME OF THIS MEETING

BUSINESS

1. APOLOGIES FOR ABSENCE

2. MINUTES (Pages 5 - 12)

To confirm the minutes of the last meeting of the Committee held 25 September 2006 (attached).

3. DECLARATIONS OF INTEREST

(Head of Research and Democratic Services) To declare interests in any item on this agenda.

4. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 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.

5. INTERNAL AUDIT - MONITORING REPORT - JUNE/SEPTEMBER 2006 AND WORK PROGRAMME - OCTOBER / DECEMBER 2006 (Pages 13 - 26)

(Chief Internal Auditor) To consider the attached report on work undertaken by Internal Audit between June and September 2006 and the proposed work plan for October – December 2006.

6. AUDIT AND GOVERNANCE COMMITTEE - PROPOSAL AND DRAFT CONSTITUTION (Pages 27 - 36)

(Chief Internal Auditor) To consider the attached report.

7. FEES AND CHARGES - 2007/08 (Pages 37 - 46)

(Head of Finance) To consider the attached report.

8. DRAFT GENERAL FUND CSB AND DDF LISTS (Pages 47 - 56)

(Head of Finance) To consider the attached report.

9. CORPORATE GOVERNANCE GROUP (Pages 57 - 62)

To consider the minutes of the Corporate Governance Group meetings held on 6 September and 4 October 2006 (attached).

10. 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
11	Corporate Governance Group	3

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.
- (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.

11. CORPORATE GOVERNANCE GROUP (Pages 63 - 64)

To consider a restricted minute from the meeting held on 4 October 2006 (attached).