

Committee Agenda



**Epping Forest
District Council**

Finance and Performance Management Cabinet Committee Monday, 19th June, 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 - 10)

To confirm the minutes of the last meeting of the Committee held on 3 April 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 - JANUARY/MARCH 2006 AND WORK PLAN - APRIL/JUNE 2006 (Pages 11 - 28)

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

6. INTERNAL AUDIT ANNUAL REPORT - 2004/05 (Pages 29 - 60)

(Chief Internal Auditor) To consider the attached report.

There is a new statutory requirement for the Committee to review the effectiveness of Internal Audit on an annual basis. This is addressed in Part Three of the report and should also be informed by the Audit Commission's Review of Internal Audit (the next item on the agenda).

7. REVIEW OF INTERNAL AUDIT -2005/06 (Pages 61 - 84)

(Audit Commission) To consider the attached report.

8. STATEMENT ON INTERNAL CONTROL (Pages 85 - 96)

(Chief Internal Auditor) To consider the attached report.

9. STATUTORY STATEMENT OF ACCOUNTS - 2005/06

Recommendation:

That a report be submitted to the Council recommending that the Statutory Statement of Accounts for 2005/06 be adopted.

(Head of Finance) The Statement of Accounts for 2005/06 will be despatched separately.

At its meeting on 11 July 2005, the Cabinet authorised this Committee to consider the Statement of Accounts and to report direct thereon to Council for both 2004/05 and all future years.

The Accounts and Audit Regulations 2003 require full Council or an Executive Committee to adopt the Council's Statement of Accounts prior to the end of June this year. This is a month earlier than last year, which was itself a month earlier than the previous year. In previous years adoption of the accounts was required before the end of September, this has been brought forward a month a year in recent years ie the accounts for 2002/03 and all earlier years had to be adopted before the end of September, the accounts for 2003/04 by the end of August, 2004/05 by the end of July and now 2005/06 by the end of June. The Council's Constitution reserves the adoption

of the Accounts to full Council only.

It has been increasingly difficult to achieve the shortening timetable for production of the accounts in recent years and the Head of Finance offers his apologies that it is necessary this year to issue the Accounts after the main agenda. It is regrettable that this reduces the time that Members have available to examine the Accounts prior to the meeting but Members are respectfully requested to advise the Head of Finance of any questions prior to the meeting to ensure that a full answer can be provided.

10. PROVISIONAL REVENUE OUTTURN 2005/06 (Pages 97 - 104)

(Head of Finance) To consider the attached report.

11. CORPORATE GOVERNANCE GROUP (Pages 105 - 108)

To consider the minutes of the meeting of the Corporate Governance Group held on 26 April 2006 - attached.

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.
- (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.