

**AUDIT AND GOVERNANCE COMMITTEE  
Monday, 24th November, 2008**

**Place:** Civic Offices, High Street, Epping  
**Room:** Committee Room 1  
**Time:** 7.00 pm  
**Democratic Services Officer:** Gary Woodhall 01992 - 564470  
email: [gwoodhall@eppingforestdc.gov.uk](mailto:gwoodhall@eppingforestdc.gov.uk)

Members:

Councillors J Knapman (Chairman), , Mrs A Haigh and A Watts

Independent M Rickman (Vice-Chairman) and N Purkis

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**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**

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. MINUTES**

To confirm the minutes of the last meeting of the Committee held on 18 September 2008 (previously circulated).

**5. MATTERS ARISING**

To consider any matters arising from the previous meeting.

**6. 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.

**7. CORPORATE GOVERNANCE GROUP - 3 SEPTEMBER 2008 (Pages 5 - 10)**

(Chief Executive) To consider the minutes of the meeting of the Corporate Governance Group held on 3 September 2008.

**8. CORPORATE GOVERNANCE GROUP - 24 SEPTEMBER 2008 (Pages 11 - 16)**

(Chief Executive) To consider the minutes of the meeting of the Corporate Governance Group held on 24 September 2008.

**9. CORPORATE GOVERNANCE GROUP - 22 OCTOBER 2008 (Pages 17 - 20)**

(Chief Executive) To consider the minutes of the meeting of the Corporate Governance Group held on 22 October 2008.

**10. AUDIT OF ACCOUNTS - ANNUAL GOVERNANCE REPORT 2007/08 (Pages 21 - 54)**

(Director of Finance & ICT) Final report of the External Auditors being presented following the completion of the Audit, in accordance with International Standard on Auditing 260.

**11. AUDIT COMMISSION REPORT ON THE WASTE SERVICE (Pages 55 - 68)**

(Director of Environment & Street Scene) To consider the attached report.

**12. COUNCIL'S INVESTMENTS AND INSURANCE (Pages 69 - 78)**

(Director of Finance & ICT) To consider the attached report.

**13. BUSINESS AND GOVERNANCE ASSURANCE FRAMEWORK (Pages 79 - 92)**

(Chief Internal Auditor) To consider the attached report.

**14. LIMITED ASSURANCE AUDIT REPORTS (Pages 93 - 94)**

(Chief Internal Auditor) To consider the attached report.

**15. INTERNAL AUDIT MONITORING REPORT - JULY TO SEPTEMBER 2008 (Pages 95 - 118)**

(Chief Internal Auditor) To consider the attached report.

**16. INTERNAL AUDIT BENCHMARKING 2008 (Pages 119 - 122)**

(Chief Internal Auditor) To consider the attached report.

**17. 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.