



**Webcast  
Meeting**



**Epping Forest  
District Council**

**AUDIT AND GOVERNANCE COMMITTEE**  
**Thursday, 24th September, 2009**

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

Members:

Councillors A Green (Chairman), Mrs A Haigh and A Watts.

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**

**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... (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 - 10 JUNE 2009 (Pages 5 - 8)**

(Director of Finance & ICT) To consider the minutes of the meeting of the Corporate Governance Group held on 10 June 2009.

**8. CORPORATE GOVERNANCE GROUP - 8 JULY 2009 (Pages 9 - 12)**

(Director of Finance & ICT) To consider the minutes of the meeting of the Corporate Governance Group held on 8 July 2009.

**9. CORPORATE GOVERNANCE GROUP - 5 AUGUST 2009 (Pages 13 - 16)**

(Director of Finance & ICT) To consider the minutes of the meeting of the Corporate Governance Group held on 5 August 2009.

**10. AUDIT COMMISSION - NATIONAL LOCAL GOVERNMENT STUDIES (Pages 17 - 76)**

(Performance Improvement Manager) To consider the attached report (AGC-009-2009/10).

**11. BUILDING MAINTENANCE WORKS UNIT PERFORMANCE IMPROVEMENT**

(Assistant Director (Property)) To receive a presentation on the measures being taken to improve performance within the Building Maintenance Works Unit and a timetable for completion.

**12. INSURANCE PROVISION AS AT 31 MARCH 2009 (Pages 77 - 80)**

(Director of Finance & ICT) To consider the attached report (AGC-010-2009/10).

**13. INTERNAL AUDIT MONITORING REPORT FOR APRIL-JUNE 2009 (Pages 81 - 104)**

(Chief Internal Auditor) To consider the attached report (AGC-011-2009/10).

**14. AUDIT OF ACCOUNTS - ANNUAL GOVERNANCE REPORT 2008/09**

(External Auditor) International Standard on Auditing 260 requires the External Auditor to report to those charged with governance certain matters before they give an opinion on the Statutory Statement of Accounts. The External Auditor has indicated that their audit of the Council’s Statutory Statement of Accounts for 2008/09 is nearly complete and that they wish to present their ISA260 report to this meeting.

A final version of this report will be circulated before the meeting, and the External Auditor will be in attendance to present the report.

**15. STATUTORY STATEMENT OF ACCOUNTS 2008/09**

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

**16. 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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
17	Review of Extraordinary Council Meeting – 17 August 2009	1 & 4

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.

**17. REVIEW OF EXTRAORDINARY COUNCIL MEETING - 17 AUGUST 2009**

(Director of Corporate Support Services) To consider the attached report (report to follow).