

**EPPING FOREST DISTRICT COUNCIL
CORPORATE GOVERNANCE GROUP MEETING**

**WEDNESDAY, 23 DECEMBER 2009
(9.30 - 10.35 AM)**

Present: P Haywood (Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), B Bassington (Chief Internal Auditor) and G Lunnun

**Apologies for
Absence:** D Macnab (Deputy Chief Executive) and I Willett (Assistant to the Chief Executive)

Place: Room 1.29, 323 Building, Civic Offices, High Street, Epping

85. MINUTES OF THE PREVIOUS MEETING - 25.11.09

Agreed.

86. MATTERS ARISING

(a) Comprehensive Area Assessment – 2009/10 Organisational Assessment (Minute 77)

Noted that the report would be submitted to appropriate Committees early in the new year.

(b) Contract Standing Orders – Compliance (Minute 80)

Noted that the relevant officers had attended the Finance training session. It was apparent that there was still some reluctance to embrace the new procedures and consideration would be given to further training for the relevant officers.

87. DECLARATIONS OF INTEREST

None for this meeting.

88. TERMS OF REFERENCE

Noted.

89. RISK MANAGEMENT GROUP - MINUTES OF MEETING ON 1.12.09

R Palmer expanded on the minutes (circulated).

In relation to Minute 5 (Corporate Risk Register) – Item 17 (Capital Receipts Spent on Non-Revenue Generating Assets) he advised that the rating had been amended to C2 from D2 to reflect the fact that usable receipts were being run down and that as meeting housing need was a number one key priority receipts would not be available for revenue generating purposes.

Arising from the discussion regarding Item 17, CGG requested that in future when reviewing ratings reference be made in the minutes of the Risk Management Group to both the former and new ratings.

In relation to Minute 8 (Insurance Brokers and Insurance Renewal) R Palmer advised that it had been decided that if any existing broker became aware of the collaborative exercise it could affect submissions so all issues should be kept confidential.

ACTION

R Palmer to arrange for future Risk Management Group minutes to contain a full explanation of the issues discussed.

90. RISK MANAGEMENT - LANGSTON ROAD DEPOT

R Palmer advised that since the Risk Management Group meeting, L MacNeill had sent him an e-mail suggesting the need for an additional risk in relation to the Langston Road Depot.

Agreed that the risk related to the overcrowding of the Depot and the disparate uses not helped by having no one person in charge.

Noted that a brick wall had collapsed at the Depot after being hit by a vehicle and there were concerns that other brick walls at the Depot had been constructed in the same way and as a result posed a potential risk.

Agreed that the draft risk be re-written to reflect these issues and that the risk should be scored B2.

ACTION

R Palmer to revise register.

91. RISK MANAGEMENT STRATEGY, POLICY STATEMENT AND RISK MANAGEMENT GROUP TERMS OF REFERENCE

Received the revised Strategy, Policy Statement and Terms of Reference which did not include any material changes.

In relation to Risk 25 (Management Capacity in Planning) it was agreed that the rating be changed from C2 to D2 to reflect the filling of posts.

In relation to Risk 15 (Sickness Absence) it was agreed that the vulnerability column should be updated to reflect the current trend.

In relation to Risk 9 (Depot Accommodation) the Group gave further consideration to the situation at the Langston Road Depot and agreed that rather than introducing a new risk as agreed in the previous minute, Risk 9 should be enlarged to include reference to the Langston Road Depot and that the rating should be changed from E2 to B2.

In relation to Risk 2 (Inconsistent Approach to Procurement) it was noted that there had been an improvement overall but that there were still problems with some individuals as a result of which there was not uniform compliance across the whole Council. Agreed that the vulnerability column be changed to reflect what has been

achieved. Noted that the forthcoming Procurement Audit would address areas of non-compliance.

ACTION

R Palmer to revise register.

92. LICENSING SUB COMMITTEE (3.12.09) - DATA PROTECTION BREACH

Received a report on a Data Protection breach in relation to publication of a Licensing Sub-Committee agenda for 3 December 2009.

Noted that following the breach being reported to the Information Commissioner there had been an informal response but formal comment and any action proposed by the Commissioner was still awaited.

Noted the steps taken to reduce the risk of a similar occurrence happening in the future.

Noted that a report would be submitted to the Audit and Governance Committee on 8 February 2010.

Agreed that Risk 18 (Loss or Theft of Data) in the Risk Register be amended to C2 from D2.

ACTION

- (1) I Willett to prepare a report for Audit and Governance Committee.**
- (2) R Palmer to amend Register.**

93. TREASURY MANAGEMENT

Consideration given to future member level responsibility for Treasury Management. Agreed that it should be the responsibility of the Audit and Governance Committee although reports on Treasury Management would still need to be submitted to the Finance and Performance Management Cabinet Committee.

ACTION

I Willett/R Palmer to report to Constitution and Member Services Scrutiny Panel (with recommendation to full Council) on proposals for changing the Terms of Reference of the Committees.

94. STANDARDS COMMITTEE

Received a schedule of active cases.

C O'Boyle reported on a meeting between Council Officers and Standards for England Officers in relation to Nazeing Parish Council as a result of which she had received a draft Direction on matters to be taken in relation to the Parish Council. She advised that she expected to receive the final Direction early in the New Year.

95. ANY OTHER BUSINESS

(a) Grant Aid - Anti-Fraud Measures

Received a report seeking approval to anti-fraud measures in the Grant Aid Scheme for Voluntary and Community Groups.

Agreed subject to correction of typographical errors in the document.

Agreed that the document should be placed on the Council's website and that the Grant Aid application form be amended to include a box to be ticked by applicants to confirm that they had read the Anti-Fraud measures document before submitting an application.

ACTION

(1) C Overend to amend document and arrange for it to be placed on the Website.

(2) C Overend to amend Grant Aid application form.

96. DATE OF NEXT MEETING

27 January 2010 at 9.00 a.m. in the Chief Executive's Office.