

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

**WEDNESDAY, 24 MARCH 2010  
(9.00 - 9.50 AM)**

**Present:** P Haywood (Chief Executive), D Macnab (Deputy Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), B Bassington (Chief Internal Auditor) and I Willett (Assistant to the Chief Executive)

**Apologies for  
Absence:**

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

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**120. MINUTES OF THE PREVIOUS MEETING - 24.2.10**

Agreed.

**121. MATTERS ARISING**

**(a) Data Protection Breach – Taxi Drivers (Minute 111(a))**

Noted that the Information Commissioner had decided to take no further action in this matter but had stated that the issue would remain on an open file and would be taken into account were there any repetition of this kind of breach.

**(b) Annual Review of Effectiveness of Risk Management (Minute 114(a))**

Noted that the Audit and Governance Committee on 29 March 2010 had agreed the report.

**(c) Electoral Register – Access for Council Tax Purposes (Minute 118(a))**

Noted that Council Tax data had been requested by the Electoral Registration Officer (I Willett) for the purposes of verifying the Electoral Register entries on a reciprocal basis with the supply of the Register to Council Tax.

Noted that the information had not yet been provided.

Noted that R Palmer undertook to ensure that this took place.

**Action:**

**R Palmer to pursue.**

**122. DECLARATIONS OF INTEREST**

R Palmer declared an interest in Item 8 (Case 1/2010) as he was the complainant.

**123. TERMS OF REFERENCE**

Noted.

**124. AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT FOR 2009/10**

Agreed subject to the addition of reference to the ongoing review of Treasury Management responsibilities.

**Action:**

**B Bassington to amend report.**

**125. R.I.P.A. - INSPECTION**

Noted that the outcome of the RIPA inspection had been favourable but that it had clarified that the Council was only able to issue RIPA authorisations in respect of the prevention of crime and for no other reasons.

Noted that further work would be undertaken to ensure there was proper liaison between the Council and Essex Police regarding RIPA authorisations issued by the latter so as to ensure that any District Council staff involved were acting within the terms of Police authorisations.

**Action:**

**C O'Boyle/I Willett to discuss with J Gilbert.**

**126. STANDARDS COMMITTEE**

**(a) Complaints, Assessments, Reviews and Adjudications**

Schedule noted.

Noted that in relation to Case 9/2009, the external investigator had lost a briefcase on the London Underground which contained some draft papers for his forthcoming report on this case.

Following inquiries, noted that the documents contained no sensitive personal data and that unless the position changed there was not a case for self disclosure to the Information Commissioner of this loss.

Agreed that the standard form of consultancy contract should be reviewed to cover questions regarding responsibility for proper supervision of sensitive data.

**Action:**

**C O'Boyle to pursue.**

**(b) Nazeing Parish Council – Standards for England Direction**

Notes of a meeting with the Essex Association of Local Councils regarding the delivery of training on standing orders and committee processes for Nazeing Parish Council members were noted.

**127. FORMER OEP WAREHOUSE, CARTERSFIELD ROAD, WALTHAM ABBEY**

Referred to the following CEF meeting.

**128. WORKING GROUP ON STANDING ORDERS ETC - MINUTES OF MEETING ON 18 FEBRUARY 2010**

Noted.

**129. DATE FOR FUTURE MEETINGS**

21 April 2010 at 9.00 a.m. in the Chief Executive's office.

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