

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

**WEDNESDAY, 16 MARCH 2011
(9.30 - 10.15 AM)**

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

**Apologies for
Absence:**

Place: Room 1.05, First Floor, Civic Offices, High Street, Epping, Essex

94. MINUTES OF THE PREVIOUS MEETING - 23.2.11

Agreed subject to an amendment to Minute 89(g) (Risk Register) to include an additional risk arising under mid term financial strategy relating to non achievement of budget saving targets and that sub-section (2) (Welfare Reform) be renumbered (h) as a separate risk.

95. MATTERS ARISING

(a) Head of Paid Service, Monitoring Officer and Chief Finance Officer Protocols (Minute 90)

Noted that these protocols had now been agreed by the Overview and Scrutiny Committee on 28 February 2011 and would be considered at the Council meeting in March 2011.

(b) Pest Control Contract – Liquidation (Minute 92(b))

Noted that although the Cabinet at its meeting on 7 March 2011 had agreed the basis on which the Pest Control Contract would be transferred to the successor company following the liquidation of the previous contractor, it had now become apparent that the basis on which the Contract would operate in future had been substantially changed by the new contractor despite earlier assurances to the contrary.

Noted that discussions were in progress with the Portfolio Holder regarding a temporary arrangement for the contract pending further consideration of the position by the Cabinet at its April meeting.

Noted that a proposal was being considered whereby the company would deal directly with the public on the basis of an agreed scheme of fees and charges in the capacity of preferred contractor for this authority.

Agreed that following the April Cabinet meeting, every effort should be made to seek competitive quotations for the contract if it is to continue.

ACTION:

J Gilbert to note.

(c) Langston Road – Planning Application (Minute 92(f))

Noted that following further discussion, it was now likely that the planning application for the Langston Road Depot site and adjoining land would be dealt with at the District Development Control Committee as an application which was important to the District Council.

Noted that this was in line with the terms of reference for that Committee.

ACTION:

N Richardson to pursue.

96. DECLARATIONS OF INTEREST

None for this meeting.

97. TERMS OF REFERENCE

Noted.

98. EFFECTIVENESS OF ARRANGEMENTS FOR RISK MANAGEMENT

Draft report for the Audit and Governance Committee on 4 April 2011 agreed.

ACTION:

R Palmer to pursue.

99. DRAFT INTERNAL AUDIT PLAN 2011/12

Draft report for the Audit and Governance Committee on 21 March 2011 agreed subject to the following comments:

(a) consider adding reference to joint working arrangements with other local authorities under paragraph 5 of the main report;

(b) include reference under "Resource Implications" to possible savings through not re-engaging Deloitte to undertake internal audit work with appropriate financial adjustments between other budgets to provide resources;

(c) consider changing the reference to local area agreements in the Audit Plan 2011/12;

(d) allocate time from contingency resources in the programme for a review of Land Charges charging regime;

(e) consider changing the Audit Plan table to indicate risks as "high/medium/low" instead of the "completed" column.

(f) amend reference in the Plan in respect of housing rents.

ACTION:

B Bassington to revise report.

100. AUDIT & GOVERNANCE COMMITTEE - ANNUAL REPORT

Draft Annual Report for consideration at the next meeting of the Audit and Governance Committee agreed subject to the following comments:

- (a) consider amending paragraph 4(10);
- (b) update terms of reference to cover new responsibilities for treasury management.

ACTION:

B Bassington to revise report.

101. PRIORITY 1 AUDIT RECOMMENDATIONS - MONITORING

Revise schedule tabled at the meeting.

Agreed that the comments included under "Director's Assurance" in the table be transferred to the "Status" column and an implementation position report be included in the table.

Agreed that Internal Audit look into the contractual position concerning bed and breakfast housing accommodation and give further explanation in the text of the schedule.

ACTION:

B Bassington to pursue.

102. STANDARDS COMMITTEE

(a) Complaints Assessments, Reviews and Adjudications – Update

Schedule noted.

(b) Standards for England – Direction Nazeing Parish Council

Noted that Standards for England had now formally notified the Monitoring Officer that the previous direction regarding training, mediation and conflict resolution for Nazeing Parish Councillors had now been cancelled.

Noted that discussion was still in progress with Standards for England regarding the status of three complaints which had been cancelled in favour of the direction being issued.

ACTION:

C O'Boyle/I Willett to pursue.

103. ANY OTHER BUSINESS

(a) Audit and Governance Committee Agenda – International Accounting Standards

Noted that P Maddock was preparing a report for the next meeting of the Committee.

104. DATE FOR NEXT MEETING

20 April 2011 at 9.00am in the Acting Chief Executive's Office.