

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

**WEDNESDAY, 1 NOVEMBER 2006
(9.00 - 10.15 AM)**

Present: P Haywood (Joint Chief Executive) (Chairman) J Scott (Joint Chief Executive), J Akerman (Chief Internal Auditor), C O'Boyle (Head of Legal, Administration and Estates), R Palmer (Head of Finance) and I Willett (Head of Research and Democratic Services)

**Apologies for
Absence:**

Place: P. Haywood's Office, Civic Offices, Epping

66. MINUTES OF THE PREVIOUS MEETING - 4.10.06

Agreed.

67. MATTERS ARISING

None for report.

68. SPRINGFIELDS, WALTHAM ABBEY - IMPROVEMENT/REPAIR PROJECT

Restricted under exempt information paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

69. RISK MANAGEMENT - UPDATE

Noted that a risk matrix and scores had now been completed.

Noted that a report would be prepared for the December Cabinet meeting.

Agreed that the draft report when prepared should be submitted for comments to the Management Board.

ACTION:

R Palmer to pursue.

70. AUDIT AND GOVERNANCE COMMITTEE

Draft report agreed subject to clarification of Paragraph 4(k).

ACTION:

J Akerman to pursue.

71. WORKING GROUP ON CONTRACT STANDING ORDERS ETC

Minutes of the last meeting of the Working Group dated 16 October 2006 received.

Agreed that in relation to the Essex Procurement Hub the Working Group should look at the possibility of stipulating in Contract Standing Orders that there would be an obligation to use the procurement hub wherever possible.

Agreed that this should be based on the Framework Agreement with Essex County Council.

Agreed that in the event that the Essex Procurement Hub was not the appropriate method, Contract Standing Orders could be then used for more traditional quotation/tendering procedures.

ACTION:

I Willett to report back to the Working Group.

72. STANDARDS COMMITTEE

(a) Membership Vacancy

Noted that there was a possibility of a vacancy occurring in the new year in one of the independent seats on the Standards Committee.

(b) Zurich Municipal - Policy for providing cover in respect of Members investigated by the Standards Board for England or the Standards Committee

Noted that a draft report was being prepared for the Constitutional Affairs Standing Scrutiny Panel and the Cabinet in December with a view to purchasing additional insurance cover from Zurich to cover investigations, adjudications and appeals in connection with the Code of Conduct.

Agreed that, in view of the cost of the additional premium, an option be included in the Cabinet report whereby the appropriate fee per member be held back and paid out of resources set aside for basic allowance.

(c) Outstanding Cases

Noted that two reports on local investigations into complaints against Councillors had now been issued.

ACTION:

I Willett to pursue.

73. DATE FOR NEXT MEETING

20 December 2006 at 9.00 a.m. before Management Board.