

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

**WEDNESDAY, 20 DECEMBER 2006
(9.00 - 10.05 AM)**

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

**Apologies for
Absence:**

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

74. MINUTES OF THE PREVIOUS MEETING - 1.11.06

Agreed.

75. MATTERS ARISING

None for report.

76. DECLARATIONS OF INTEREST

I Willett declared an interest in relation to any work to be carried out by the consultant mentioned under minute 77 below in connection with Springfields, Waltham Abbey as his Council garage may be dealt with by that company.

77. 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.

78. AUDIT AND GOVERNANCE COMMITTEE

Noted that the Audit and Governance Committee had now been approved by the Cabinet on 18 December 2006 and would go forward to full Council in February 2007.

Noted that a sum of £6,000 had been specified as costs accruing from the establishment of this new Committee.

Agreed that these costs should be clarified for the future and if necessary the cost of training members of the new Committee should be met from the Corporate Training Programme Budget.

ACTION:

J Akerman to pursue.

79. REVIEW OF CONTRACT STANDING ORDERS, FINANCIAL REGULATIONS AND DELEGATIONS TO OFFICERS

Noted that a final draft of the new Contract Standing Orders had now been prepared and will be considered by the Working Party at a meeting early in the New Year.

Noted that work on financial regulations was still proceeding and that it was hoped that this would be completed in time for the January meeting of the Working Party.

Noted that the review of delegated authorities had now been finalised and that the number of amendments had been fairly restricted.

ACTION:

I Willett to report back on behalf of the Working Party once the outstanding work had been completed.

80. CORPORATE PROCUREMENT STRATEGY

Noted that concern had been expressed in some service areas about the continued use of paper orders in preference to the market place system.

Agreed that the matters should be raised at the next SMT meeting in January 2007 and that all use of paper orders should come to an end on 12 January 2007 with no new paper orders being printed and those existing stocks being passed back to Audit.

Noted that £400 orders had been raised so far since the scheme was inaugurated in November 2006.

Agreed that special consideration needed to be given to the Works Unit to ensure that they receive adequate training in the market place system and that in the forthcoming reorganisation of the Unit the need for ICT expertise in relation to procurement needed to be incorporated.

Noted that the consultant from EGS will be forwarding recommendations regarding the market place system when the current round of training had been completed.

81. STANDARDS COMMITTEE

(a) Independent Member – Vacancy

Noted that the Council on 19 December 2006 had appointed a panel of members who would interview and make recommendations to the Council on a preferred candidate.

(b) Adjudications on Complaints

Noted that one complaint had been concluded with a finding of no breach of the Code.

Noted that a further case was due to be reviewed in January 2007.

82. DATES FOR FUTURE MEETINGS

Agreed that the next meeting be held on 21 February 2007 at 9.00 a.m. in P Haywood's office.