

**AUDIT AND GOVERNANCE COMMITTEE  
Monday, 29th March, 2010**

**Place:** Civic Offices, High Street, Epping

**Room:** Committee Room 1

**Time:** 7.30 pm

**Democratic Services Officer** Gary Woodhall  
Tel: 01992 564470  
Email: gwoodhall@eppingforestdc.gov.uk

Members:

Councillors A Green (Chairman), Mrs A Haigh, and A Watts

Independent Mrs M Peddle (Vice-Chairman) and R Thompson

**PLEASE NOTE THAT, PRIOR TO THE START OF THE MEETING, PRIVATE BRIEFINGS HAVE BEEN SCHEDULED FOR THE COMMITTEE WITH THE EXTERNAL AUDITOR AT 7.00PM AND THE INTERNAL AUDITOR AT 7.15PM.**

**1. WEBCASTING INTRODUCTION**

I would like to remind everyone present that this meeting will be recorded for subsequent repeated viewing on the Internet and copies of the recording could be made available for those that request it.

By being present at this meeting it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this might infringe your human and data protection rights. If you have any concerns please speak to the webcasting officer.

Please could I also remind members to put on their microphones before speaking by pressing the button on the microphone unit.

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. MINUTES**

To confirm the minutes of the last meeting of the Committee held on 8 February 2010 (previously circulated).

**5. MATTERS ARISING**

To consider any matters arising from the previous meeting.

**6. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (Non-Executive Bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

**7. CORPORATE GOVERNANCE GROUP - 27 JANUARY 2010 (Pages 5 - 8)**

(Director of Finance & ICT) To consider the minutes of the meeting of the Corporate Governance Group held on 27 January 2010.

**8. CORPORATE GOVERNANCE GROUP - 24 FEBRUARY 2010 (Pages 9 - 12)**

(Director of Finance & ICT) To consider the minutes of the meeting of the Corporate Governance Group held on 24 February 2010.

**9. DATA PROTECTION ACT BREACH (Pages 13 - 16)**

(Assistant to the Chief Executive) To consider the attached report (AGC-024-2009/10).

**10. USE OF RESOURCES ASSESSMENT 2008/09 (Pages 17 - 58)**

(External Auditor) To consider the attached report (AGC-025-2009/10).

**11. REPORTS OF THE EXTERNAL AUDITOR (Pages 59 - 76)**

(External Auditor) To consider the Grant Claim Certification for the year ending 31 March 2009 and the Fee Outturn Summary 2008/09, as attached (AGC-026-2009/10).

**12. ANNUAL INTERNAL AUDIT PLAN 2010/11 (Pages 77 - 84)**

(Chief Internal Auditor) To consider the attached report (AGC-027-2009/10).

**13. EFFECTIVENESS OF THE ARRANGEMENTS FOR RISK MANAGEMENT (Pages 85 - 108)**

(Director of Finance & ICT) To consider the attached report (AGC-028-2009/10).

**14. AUDIT & GOVERNANCE COMMITTEE ANNUAL REPORT 2009/10**

(Chief Internal Auditor) To consider the attached report (report to follow).

**15. EXCLUSION OF PUBLIC AND PRESS**

Exclusion:

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<i>Agenda Item No</i>	<i>Subject</i>	<i>Exempt Information Paragraph Number</i>
<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement:

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) all business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest;
- (2) at the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press; and
- (3) any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers:

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.