

AUDIT AND GOVERNANCE COMMITTEE
Thursday, 27th June, 2013

You are invited to attend the next meeting of **Audit and Governance Committee**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 27th June, 2013
at 7.00 pm .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Gary Woodhall
Tel: 01992 564470
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors A Watts, C Finn and Ms H Kane.

Independent M Peddle 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

(Assistant to the Chief Executive) To be declared at the meeting.

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 7 February 2013 (previously circulated).

5. MATTERS ARISING

To consider any matters arising from the previous meeting.

6. GRANT THORNTON LOCAL GOVERNANCE REVIEW 2013 (Pages 5 - 36)

(Director of Finance & ICT) To consider and note the attached report (AGC-001-2013/14).

7. DRAFT AUDIT PLAN 2013-14 (Pages 37 - 42)

(Chief Internal Auditor) To consider the attached report (AGC-002-2013/14).

8. EFFECTIVENESS OF THE ARRANGEMENTS FOR RISK MANAGEMENT (Pages 43 - 68)

(Director of Finance & ICT) To consider the attached report (AGC-003-2013/14).

9. REPORTS OF THE EXTERNAL AUDITOR (Pages 69 - 92)

(External Auditor) To consider and note the following attached reports from the External Auditor (AGC-004-2013/14):

(a) Audit Plan 2012/13; and

(b) Planning Letter 2013/14.

10. OFFICER DELEGATION - PROCESS REVIEW (Pages 93 - 100)

(Assistant to the Chief Executive) To consider the attached report (AGC-005-2013/14).

11. APPOINTMENT OF CO-OPTED MEMBER (Pages 101 - 106)

(Assistant to the Chief Executive) To consider the attached report (AGC-006-2013/14).

12. INTERIM REPORT ON THE REVIEW OF OVERVIEW AND SCRUTINY (Pages 107 - 112)

(Assistant to the Chief Executive) To consider the attached report on the interim findings of the current review of Overview & Scrutiny being conducted by a Task & Finish Panel. In considering this report at its meeting on 4 June 2013, the Overview & Scrutiny Committee requested the Audit & Governance Committee to offer any views on the governance aspects of these proposals (AGC-007-2013/14).

13. INTERNAL AUDIT MONITORING REPORT - JANUARY TO MARCH 2013 (Pages 113 - 128)

(Chief Internal Auditor) To consider the attached report (AGC-008-2013/14).

14. INTERNAL AUDIT ANNUAL REPORT 2012/13 AND REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT (Pages 129 - 138)

(Chief Internal Auditor) To consider the attached report (AGC-009-2013/14).

15. AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT - 2012/13 (Pages 139 - 146)

(Chief Internal Auditor) To consider the attached report (AGC-010-2013/14).

16. ANNUAL GOVERNANCE STATEMENT 2012/13 (Pages 147 - 154)

(Chief Internal Auditor) To consider the attached report (AGC-011-2013/14).

17. AUDIT AND GOVERNANCE WORK PROGRAMME - 2013/14 (Pages 155 - 156)

(Director of Finance & ICT) To consider the attached Work Programme for 2013/14 and whether there are any other issues which should be added (AGC-012-2013/14).

18. 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.

19. 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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.