



# **Epping Forest District Council**

## **AUDIT AND GOVERNANCE COMMITTEE** **Monday, 27th November, 2017**

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 Monday, 27th November, 2017**  
**at 7.00 pm .**

**Glen Chipp**  
**Chief Executive**

**Democratic Services  
Officer**

Gary Woodhall  
(Governance Directorate)  
Tel: 01992 564470  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

**Members:**

Councillors J Knapman (Chairman), L Hughes, R Jennings, A Patel, and J M Whitehouse

Independent A Jarvis (Vice-Chairman) and N Nanayakkara.

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**PLEASE NOTE THAT THERE WILL BE A MEMBER TRAINING SESSION STARTING AT  
6.15PM IN THE COUNCIL CHAMBER DIRECTLY BEFORE THE MEETING**

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### **1. WEBCASTING INTRODUCTION**

The Chairman will read the following announcement:

"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**

(Director of Governance) To be announced at the meeting.

**3. DECLARATIONS OF INTEREST**

(Director of Governance) To declare interests in any item on this agenda.

**4. MINUTES**

(Director of Governance) To confirm the minutes of the last meeting of the Committee held on 18 September 2017 (previously circulated).

[Click here for Audit & Governance Minutes 18 September 2017](#)

**5. MATTERS ARISING**

(Director of Governance) To consider any matters arising from the previous meeting.

**6. AUDIT & GOVERNANCE WORK PROGRAMME 2017/18 (Pages 5 - 6)**

(Director of Governance) To consider the attached Work Programme for 2017/18.

**7. ANNUAL AUDIT LETTER 2016/17 (Pages 7 - 20)**

(External Auditor) To consider the attached report (AGC-011-2017/18).

**8. MID-YEAR REPORT ON TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 017/18 (Pages 21 - 36)**

(Director of Resources) To consider the attached report (AGC-012-2017/18).

**9. INTERNAL AUDIT MONITORING REPORT - SEPTEMBER TO NOVEMBER 2017 (Pages 37 - 68)**

(Chief Internal Auditor) To consider the attached report (AGC-013-2017/18).

**10. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972 requires 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.

**11. 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.

Background Papers:

Article 17 of the Constitution (Access to Information) 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.