

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

**TUESDAY, 17 MARCH 2009  
(9.00 - 10.30 AM)**

**Present:** P Haywood (Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), D Macnab (Deputy Chief Executive), I Willett (Assistant to the Chief Executive) and J Akerman (Chief Internal Auditor)

**Apologies for  
Absence:**

**Place:** Room 1.29, 323 Building, Civic Offices, High Street, Epping

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**131. MINUTES OF THE PREVIOUS MEETING - 4.3.09**

Agreed subject to the following amendments:

**(a) Minute 115(a) Matters Arising – Internal Audit Monitoring Report**

To read as follows: "Noted that Bank account mandates requested from the Council's Relationship Manager had now been received."

**(b) Minute 120 (Use of Resources – Key Lines of Enquiry 2007/08)**

Amend to read: "PKF" not "KPF" and amend Action Note to refer to R Palmer instead of J Akerman.

**(c) Minute 124 (Effectiveness of Arrangements for Risk Management)**

Amend reference to "Finance and Performance Management Cabinet Committee" to read: "Audit and Governance Committee".

**132. MATTERS ARISING**

**(a) Minute 120 (Use of Resources – Key Lines of Enquiry 2007(8))**

Noted that the report had been submitted to the Finance and Performance Management Cabinet Committee and had been accepted.

**(b) National Fraud Initiative – Progress Report (Minute 127)**

Noted that the transfer of Council Tax data had now been carried out and that matches were awaited from the Audit Commission.

**133. DECLARATIONS OF INTEREST**

None for this meeting.

**134. TERMS OF REFERENCE**

Noted.

**135. ANNUAL AUDIT AND INSPECTION LETTER 2007/8**

Noted that the draft annual audit and inspection letter had been received from the Audit Commission and that the Council is being invited to comment prior to publication.

Agreed that the contents of the letter be approved subject to further representations being made regarding the section on the environmental inspection which was considered not to relate in a logical way to the other sections of the letter, and did not represent the current position of the Council.

Agreed that the section on the environmental inspection should be included as an Appendix and cross-referenced with the Direction of Travel section.

**ACTION:**

**P Haywood to pursue.**

**136. GOVERNANCE STATEMENT 2008/9**

Draft agreed subject to adding actions from the audit inspection in paragraph 7.

Noted that update was awaited from Directors in respect of paragraph 7 and that D Macnab would follow up on this.

**ACTION:**

**J Akerman to pursue.**

**D. Macnab to remind Directors**

Service Directors to respond regarding paragraphs 7 of the Statement.

**137. ELECTIONS 2009 - FUNDING OF POSTAL VOTE VERIFICATIONS**

Noted that a new Government funding regime was being introduced for 2009 in regard to election costs.

Noted that the Treasury might insist that funding for postal vote verifications might be restricted to the statutory minimum of 20% rather than the normal 100% verification.

Agreed that until election costings were clear there was no benefit in submitting a report to the Cabinet at this stage regarding any shortfall of funding from the Government or the County Council in relation to the elections.

Agreed that, in principle, CGG supported the continuation of 100% verification of postal votes and that the Returning Officer should carefully examine working arrangements so as to achieve cost efficiencies where possible to assist with accommodating all costs within the Government's allocated budget.

Agreed that the County Council should be approached for their view on the policy to be adopted in terms of verification of postal votes.

**ACTION:**

**I Willett to pursue.**

**138. ELECTORAL REGISTRATION**

Noted that 55 multiple registrations had been requested in respect of one address in the District and that similar applications had been received by a number of local authorities nationally.

Noted that the matter was being discussed with the Electoral Commission and Police co-ordinators.

**ACTION:**

**I Willett to pursue.**

**139. STANDARDS COMMITTEE**

**(a) Complaint Assessments**

Noted that at the Assessment Sub-Committee on 13 March 2009, Complaints 1 - 4/2009 had been considered of which one case had been referred to the Monitoring Officer for investigation and a second referred to the Standards Board for England.

Noted that one further application (5/2009) was due to be considered at a further Assessment Sub-Committee to be held on 3 April 2009.

**(b) Adjudications**

Noted that the adjudication on Complaints 1 and 3/2008 was due to take place at a Hearings Sub-Committee meeting due to take place on 31 March 2009.

**140. DATES FOR FUTURE MEETINGS**

15 April 2009 – C O'Boyle apologies.

13 May 2009 – P Haywood apologies (D Macnab to Chair)

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