

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

**WEDNESDAY, 24 FEBRUARY 2010  
(11.15 AM - 12.25 PM)**

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

**Apologies for  
Absence:** D Macnab (Deputy Chief Executive)

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

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**110. MINUTES OF THE PREVIOUS MEETING - 27.1.10**

Agreed.

**111. MATTERS ARISING**

**(a) Data Protection Breach – Taxi Drivers (Minute 105)**

Noted that a decision of the Information Commissioner was awaited.

**112. DECLARATIONS OF INTEREST**

None for this meeting.

**113. TERMS OF REFERENCE**

Noted.

**114. RISK MANAGEMENT**

**(a) Annual Review of Effectiveness of Risk Management**

Draft Report to the Audit and Governance Committee on 29 March 2010 agreed.

**Action:**

**R Palmer to pursue.**

**(b) Risk Register**

Agreed that the draft Risk Register be approved.

Agreed that a possible additional risk relating to the Olympics in 2012 be raised at the Finance & Performance Cabinet Committee in order to take guidance on whether this should be included.

Agreed that D Macnab review the support provided for Councillor S Murray, as the Council's Olympic Champion, to ensure that he was aware of any developments affecting this district.

**Action:**

**R Palmer to proceed with Register and amend covering report.**

**D Macnab to review briefing arrangements for Councillor S Murray.**

**115. RIPA**

**(a) Training Course – 3 February 2010**

Noted that the RIPA Officer (C O'Boyle) and Deputy (I Willett) had attended a training course on RIPA on 3 February 2010.

Noted that a number of issues were now being pursued as a result of information and guidance given at the course including the following:

(i) reviewing benefits investigations as these were found to be the main source of RIPA authorities across the country and ensuring that these were properly authorised in all cases;

(ii) the difficulties which can be encountered in using evidence derived from planned surveillance which is not authorised under RIPA arrangements as distinct from casual or chance surveillance opportunities;

(iii) the importance of clear RIPA authorities where the Police and Crime and Disorder staff are working together and the importance that the Council staff should not step outside the authority granted by a Police RIPA authority;

(iv) the importance of obtaining copies of RIPA authorities under which the Police are operating in order to clarify whether the Council itself needed to approve the authority or whether they would indicate that they are prepared to work under the umbrella of that Police authority;

(v) the importance of regular updates and guidance notes to staff involved in RIPA activities.

**Action:**

**C O'Boyle to pursue.**

**(b) RIPA Inspection – 16 February 2010**

Noted that the RIPA inspection had taken place on 16 February 2010 attended by the RIPA Officer and Deputy.

Noted that the outcome was awaited.

**116. STANDARDS COMMITTEE**

**(a) Complaints, Assessments, Reviews and Adjudications**

Noted.

**(b) Nazeing Parish Council – Direction from Standards for England**

Noted that the response to Direction from Standards for England regarding conduct at Nazeing Parish Council was now in the process of being developed.

Noted that this would include the following:

- (i) training course on Standing Orders and procedures likely to be given by the Essex Association of Local Councils;
- (ii) training in the Code of Conduct – trainer to be determined;
- (iii) mediation/conflict resolution – external advice being sought.

Noted that the Clerk to the Parish Council and the Chairman had both indicated their willingness to take part in work to deliver the Direction but that no reply had been received from the Vice Chairman.

Noted that the Monitoring Officer and S Hill would be attending a meeting of Nazeing Parish Council on 25 February 2010 in order to explain the aims and objectives of the direction in person.

**Action:**

**C O'Boyle/I Willett to pursue.**

**(c) New Code of Conduct – Training Course on 10 February 2010**

Noted that the Monitoring Officer and Deputy Monitoring Officer had attended this training course on 10 February 2010.

Noted that some of the issues raised at the training course were as follows:

- (i) new Councillors' Code of Conduct – unlikely to be brought into operation before the General Election in May 2010;
- (ii) statutory officer Code of Conduct – understood to be in negotiation at national level and unlikely to be introduced before the General Election;
- (iii) Protocol on disclosure of exempt information etc – used by many authorities and now to be considered for this Council.

**Action:**

**C O'Boyle/I Willett to pursue.**

**117. WORKING GROUP ON STANDING ORDERS - MINUTES OF MEETING ON 19.1.10**

Noted.

**118. ANY OTHER BUSINESS**

**(a) Electoral Register – Access for Council Tax Purposes**

Noted that the Council Tax Division needed a copy of the Electoral Register supplied to the Monitoring Officer for the purpose of dealing with fraud and related issues.

Noted that the Monitoring Officer was prepared to provide an electronic copy of the document subject to controlled access by named individuals within the Division.

**Action:**

**C O'Boyle/I Willett to pursue.**

**119. DATE FOR FUTURE MEETINGS**

24 March 2010 at 9 am in the Chief Executive's office.