

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

**WEDNESDAY, 8 SEPTEMBER 2010
(9.00 - 10.45 AM)**

Present: D Macnab (Acting Chief Executive) (Chairman) 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:**

Place: Room 1.05, First Floor, Civic Offices, High Street, Epping, Essex

17. MINUTES OF THE PREVIOUS MEETING - 21.7.10

Agreed.

18. MATTERS ARISING

(a) Food Safety Inspection – Report

Noted that this item was dealt with at the meeting of CEF held on 25 August 2010.

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

Noted that delays were being experienced in finalising the training programme for Nazeing Parish Council members.

Noted that C O'Boyle and S Hill had recently attended a meeting of Nazeing Parish Council and there seemed to be support for the training programme, although this had failed to result in a firm programme so far.

Noted that finalisation of the training programme would now be followed up with Nazeing Parish Council.

ACTION:

C O'Boyle/I Willett to pursue.

(c) Electoral Commission – Inspection (Minute 15)

Noted that the results had yet to be published.

19. DECLARATIONS OF INTEREST

R Palmer declared an interest in Item 10(b) insofar as it related to Case 1/2010 where he was the complainant.

20. TERMS OF REFERENCE

Noted.

21. AUDIT & GOVERNANCE COMMITTEE (20.9.10) - DRAFT REPORTS

(a) Treasury Management and Prudential Indicators – Annual Outturn Report 2009/10

Draft report agreed.

ACTION:

G Woodhall to pursue.

(b) Revise Treasury Management and Investment Strategies – 2010-13

Draft report agreed.

ACTION:

G Woodhall to pursue.

22. AUDIT COMMISSION - NATIONAL LOCAL GOVERNMENT STUDIES

Noted that the following Audit Commission Studies had recently been received:

(a) Collaborative Procurement;

(b) “Against the Odds”: re-engaging young people in education, employment or training; and

(c) Local Government Pensions in England – Information Paper.

Agreed that a report be drafted for the next Audit and Governance Committee based on the report before CGG at this meeting indicating that these reports (and any others received subsequently) had been received and commenting as follows:

(a) Procurement – the emphasis in these documents on collaborative procurement was in accordance with the measures currently being taken at this Council.

(b) Young People – that this report primarily concerned County Councils, the Connexions Service and the Learning and Skills Council.

(c) Pensions – primarily an information paper with no new information of which the Council was not aware.

Agreed that the CGG’s thanks to M Warr for drafting this report at short notice be recorded.

ACTION:

M Warr to re-draft report for Audit and Governance Committee at its next meeting.

23. REPORT TO FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - RISK MANAGEMENT

(a) Agreed that the draft report, incorporating changes in the categorisation of existing risks and inclusion of new ones be approved subject to the deferral of a reduced risk in respect of sickness absence pending receipt of further results;

(b) minor amendment to wording in relation to Land Charges.

Agreed that, at the next review, consideration be given to a potential risk as a result of transition to a new form of constitution, whether to an elected mayor or reversion to the Committee system.

ACTION:

R Palmer to amend Risk Register for submission to the Finance & Performance Management Cabinet Committee

24. INTERNAL AUDIT MONITORING REPORT - QUARTER 1 (2010/11)

Agreed that the draft report be submitted to the Audit and Governance Committee for consideration subject to the following changes:

(a) change in assurance rating for the procurement audit to “substantial”;

(b) increased allocation of time to the audit in respect of waste management; and

(c) reference to an audit of housing lettings to be dealt with in more detail in the second quarter Monitoring Report.

ACTION:

B Bassington to revise report for submission to Audit and Governance Committee.

25. STANDARDS COMMITTEE

(a) Draft Annual Report 2009/10

Agreed subject to minor drafting changes, inclusion of a Financial Statement and a foreword from the outgoing Chairman, Mary Marshall.

ACTION:

I Willett to pursue.

(b) Complaints – Assessment Reviews and Adjudications

Schedule of current cases noted.

26. ANNUAL GOVERNANCE REPORT

Agreed subject to a minor amendment to Paragraph 7.1.4.

ACTION:

R Palmer to pursue.

27. MAYORAL REFERENDUM

Current position noted.

28. DATE OF NEXT MEETING

6 October 2010 at 9.00 a.m. in the Acting Chief Executive's Office.