



Epping Forest District Council

AUDIT AND GOVERNANCE COMMITTEE **Thursday, 12th September, 2019**

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

Council Chamber - Civic Offices
on **Thursday, 12th September, 2019**
at **7.30 pm** .

Georgina Blakemore
Chief Executive

**Democratic Services
Officer**

Democratic Services Manager
Tel: 01992 564243
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors J Knapman, I Hadley, S Heap, R Jennings and B Vaz

Independent A Jarvis and N Nanayakkara.

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

1. WEBCASTING INTRODUCTION

(Corporate Communications Manager) This meeting is to be webcast. The Chairman

will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by third parties).

If you are seated in the lower public seating area then it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this then you should move to the upper public gallery.

Could I please also remind Members to activate their microphones before speaking”.

2. APOLOGIES FOR ABSENCE

(Democratic Services Manager) To be announced at the meeting.

3. ELECTION OF CHAIRMAN & VICE-CHAIRMAN

(Democratic Services Manager) Under Article 11, paragraphs 13 – 17, of the Constitution, the Chairman and Vice-Chairman of the Committee shall be appointed at the first meeting of the municipal year for a term of one year.

Both Councillors and Co-Opted Members serving on the Committee are eligible for appointment to either role; however, if the Chairman is a Councillor then the Vice-Chairman must be a Co-Opted Member, and vice versa.

The Chairman and Vice-Chairman from the previous municipal year are eligible for re-appointment.

4. DECLARATIONS OF INTEREST

(Democratic Services Manager) To declare interests in any item on the agenda for the meeting of the Committee.

5. MINUTES (Pages 5 - 12)

(Democratic Services Manager) To confirm the minutes of the meeting of the Committee held on 25 March 2019 (attached).

6. MATTERS ARISING

(Democratic Services Manager) To consider any matters arising from the minutes of the previous meeting of the Committee.

7. AUDIT & GOVERNANCE COMMITTEE - WORK PROGRAMME (Pages 13 - 14)

(Chief Internal Auditor) To consider the attached work programme for the Committee in 2019/20.

8. **ANNUAL OUTTURN REPORT ON THE TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS FOR 2018/19 (Pages 15 - 28)**
(Accountancy Service Manager) To consider the attached report (AGC-001-2019/20).
9. **ANNUAL REPORT OF THE CHIEF INTERNAL AUDITOR (Pages 29 - 58)**
(Chief Internal Auditor) To consider the attached report (AGC-002-2019/20).
10. **ANNUAL GOVERNANCE STATEMENT 2018/19 (Pages 59 - 76)**
(Chief Internal Auditor) To consider the attached report (AGC-003-2019/20).
11. **AUDIT & GOVERNANCE COMMITTEE ANNUAL REPORT 2018/19 (Pages 77 - 92)**
(Chief Internal Auditor) To consider the attached report (AGC-004-2019/20).
12. **INTERNAL AUDIT MONITORING REPORT - APRIL TO JULY 2019 (Pages 93 - 138)**
(Chief Internal Auditor) To consider the attached report (AGC-005-2019/20).
13. **CORPORATE FRAUD TEAM ANNUAL SUMMARY FOR 2018/19 (Pages 139 - 152)**
(Chief Internal Auditor) To consider the attached report (AGC-006-2019/20).
14. **APPOINTMENT OF CO-OPTED MEMBER (Pages 153 - 156)**
(Democratic Services Manager) To consider the attached report (AGC-007-2019/20).
15. **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.
16. **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.