



# Epping Forest District Council

## **AUDIT & GOVERNANCE COMMITTEE** **Monday, 27th July, 2020**

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

**Virtual Meeting on Zoom**  
on **Monday, 27th July, 2020**  
at **7.00 pm** .

**Georgina Blakemore**  
Chief Executive

**Democratic Services**  
Officer

Gary Woodhall  
Tel: 01992 564243  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors I Hadley, S Heap, R Jennings, B Vaz and P Keska

Independent -

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### **1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. The Chairman will read the following announcement:

*“Please note that this virtual 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.*

*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 participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.*

*In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting.*

*If you have any queries regarding this, please contact the Corporate Communications*

*Manager on 01992 564039.”*

**2. APOLOGIES FOR ABSENCE**

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

**3. DECLARATIONS OF INTEREST**

(Monitoring Officer) To declare interests in any item on the agenda for the meeting of the Committee.

**4. MINUTES**

(Democratic & Electoral Services Manager) To confirm the minutes of the meeting of the Committee held on 25 June 2020 (to follow).

**5. MATTERS ARISING**

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

**6. AUDIT & GOVERNANCE COMMITTEE - WORK PROGRAMME (Pages 5 - 6)**

(Chief Internal Auditor) To consider the attached work programme for the Committee for 2020/21.

**7. PLANNING SERVICES DIRECTORATE RISKS**

(Service Director – Planning Services) To consider the risks involved with the stance of Natural England on planning applications affecting the Special Area of Conservation within Epping Forest, as well as the risks for other areas within the Directorate.

**8. ANNUAL GOVERNANCE STATEMENT 2019/20 (Pages 7 - 26)**

(Section 151 Officer) To consider and approve the Council’s Annual Governance Statement for 2019/20 (AGC-008-2020/21).

**9. INTERNAL AUDIT MONITORING REPORT - JULY 2020 (Pages 27 - 48)**

(Chief Internal Auditor) To review the work undertaken by the Internal Audit and Corporate Fraud Teams since the last meeting of the Committee in June 2020 (AGC-009-2020/21).

**10. ANY OTHER BUSINESS**

(Democratic & Electoral Services Manager) 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:

(Democratic & Electoral Services Manager) 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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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:

(Democratic & Electoral Services Manager) 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.