



**Epping Forest
District Council**

***AUDIT & GOVERNANCE COMMITTEE
Monday, 23rd November, 2020***

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

**Virtual Meeting on Zoom
on Monday, 23rd November, 2020
at 7.00 pm .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer**

Laura Kirman
Tel: 01992 564273 Email:
democraticservices@eppingforestdc.gov.uk

Members:

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

Independent – vacant

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 Corporate Communications Manager on 01992 564039.

1. WEBCASTING INTRODUCTION

This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking. The Chairman will read the following announcement:

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

Please could I also remind Members of the Public who have registered to speak that they will be admitted to the meeting at the appropriate time.

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda for the meeting of the Committee.

4. MINUTES

To confirm the minutes of the meeting of the Committee held on 28 September 2020 (to follow).

5. MATTERS ARISING

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. INTERNAL AUDIT MONITORING REPORT - NOVEMBER 2020 (Pages 7 - 22)

(Chief Internal Auditor) To consider the attached report summarising the work of Internal Audit and Corporate Fraud for the period September to November 2020.

8. AUDIT COMMITTEE EFFECTIVENESS AND REVIEW OF TERMS OF REFERENCE (Pages 23 - 46)

(Chief Internal Auditor) To consider the review of the terms of reference and the effectiveness of the Audit and Governance Committee.

9. RISK MANAGEMENT (Pages 47 - 72)

(Section 151 Officer) To consider the attached report and review the corporate risk register for any new or emerging risks.

10. TREASURY MANAGEMENT MID-YEAR REPORT 2020/21

(Section 151 Officer) To consider the Council's Treasury Management Mid-Year Report 2020/21 (report to follow).

11. ANNUAL AUDIT AND STATEMENT OF ACCOUNTS 2019/20

(Section 151 Officer). To provide details of the progress made in the preparation of the Statutory Statement of Accounts 2019/20 and the status of the Annual Audit Letter (verbal report).

12. 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.

13. EXCLUSION OF PUBLIC AND PRESSExclusion:

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):

<i>Agenda Item No</i>	<i>Subject</i>	<i>Exempt Information Paragraph Number</i>
<i>nil</i>	<i>nil</i>	

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.