

Report to Audit and Governance Committee



Report reference: AGC-023-2011/12
Date of meeting: 5 April 2012

**Epping Forest
District Council**

Report of: Assistant to the Chief Executive
Subject: Submission of Corporate Governance Group Minutes
Officer Contact: Ian Willett (01992 564243)
Committee Secretary: Gary Woodhall (01992 564470)

Recommendation:

(1) To review the current practice of submitting Corporate Governance Group (CGG) minutes to meetings of this Committee.

Report:

1. At the last meeting of this Committee, there was a discussion about a minute of a CGG meeting the content of which was clarified by a member of this Committee. This clarification was subsequently accepted by the CGG at its next meeting.
2. This issue has raised the issue of the best way of maintaining the link between CGG and the Committee.

Background

3. CGG comprises the following designated statutory officers of the Council, namely:
 - Head of Paid Service (Chief Executive)(Chairman);
 - Monitoring Officer (Solicitor to the Council/Director of Corporate Support Services);
 - Chief Financial Officer (Director of Finance & ICT);
 - Chief Internal Auditor; and
 - Deputy Monitoring Officer (Assistant to the Chief Executive).
4. CGG meets on a monthly basis and for some years minutes of its proceedings have been submitted to the Committee to ensure a corporate link between the statutory officers and the Council on audit, governance and related matters.
5. The maintenance of this link is important but the manner in which this is achieved should be reviewed in view of the comments made at the last meeting.

Options

6. The Committee is asked to review current practice viz:
 - (a) could the link be preserved by electronic notification to Audit and Governance Committee members, via the modern.gov system without those minutes being

circulated with agenda?

(b) would it be appropriate for any item from minutes notified under (a) on which a member of the Committee wished to receive a report be raised with the Chairman of the Committee and officers?

(c) should the present arrangements continue?

(d) are there other options?