

AGENDA ITEM 7 - MINUTE BOOK

HEAD OF PAID SERVICE'S OFFICE
HEAD OF PAID SERVICE
Richard Holmes

25 June 2019

Dear Councillor

COUNCIL – 27 JUNE 2019

Please find enclosed the following Minutes, for consideration at the above meeting, which were unavailable when the agenda was printed.

Please note that the Planning and Licensing Committee Minutes (6 June 2019) contain a recommendation to the Council

Agenda Item 7 – Minute Book

- a) Community Services Committee - 28 May 2019 (Pages 3 - 12)
- b) Planning and Licensing Committee - 6 June 2019 (Pages 13 - 22)
 - Minute No. 128 - Appointment of Representatives on Liaison Committees / Panels
- c) Finance and Corporate Services Committee - 11 June 2019 (Pages 23 - 26)
- d) Audit Committee - 13 June 2019 (Pages 27 - 34)

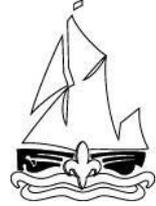
Yours faithfully



Head of Paid Service

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**MINUTES of
COMMUNITY SERVICES COMMITTEE
28 MAY 2019**

PRESENT

Chairman	Councillor Miss S White
Vice-Chairman	Councillor E L Bamford
Councillors	M F L Durham, CC, A L Hull, J V Keyes, N G F Shaughnessy, R H Siddall, Mrs J C Stilts, C Swain and Mrs M E Thompson
Ex-Officio Non- Voting Member	Councillors A S Fluker and M S Heard
Substitute Councillor	Councillor S P Nunn
In Attendance	Councillor R G Boyce MBE

87. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of published notices on the reverse of the agenda.

88. APOLOGIES FOR ABSENCE AND SUBSTITUTION

An apology for absence was received from Councillor Nick Skeens.

In accordance with Procedure Rule 17, paragraph 9, Councillor S P Nunn attended as a substitute Councillor Nick Skeens.

89. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 2 April 2019 be approved and confirmed.

90. DISCLOSURE OF INTEREST

Councillor Durham declared a non-pecuniary interest as a Member of Essex County Council should there be any items on the agenda pertaining to that organisation.

91. PUBLIC PARTICIPATION

Ms Judy Lea, on behalf of the Maldon Society and with reference to Agenda Item 7 – Review of Performance, addressed the Committee.

KCA – Work with local businesses and agencies to prepare for/implement projects for the Central Area Masterplan

She queried why the above key council activity referred specifically to the Lower High Street and asked about future plans to extend the Butt Lane carpark given the additional parking space created by the sale of the Emporium.

The Director of Service Delivery, in response, advised that the Central Area Masterplan extended over a 15-year period and comprised of 18 projects in all. The Lower High Street had been prioritised on the workplan as there was a greater need to improve footfall and economic prosperity in that part of the High Street. The Masterplan, once fully delivered, would benefit the town as a whole.

With reference to the option to expand Butt Lane Carpark he advised that first and foremost the Council would determine the commercial viability of this project before taking any action. This project would be referred to the Commercial Manager to determine feasibility.

92. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman welcomed all the new Members of the Committee to the first meeting of the new municipal year, and went on to report the following good news:-

The Maldon Mud race 2019

This was hugely successful, with record numbers of competitors running (300) and a huge turnout. Council Officers worked with the organiser to develop the event with a secondary race and a fantastic entertainment, food and drink offer. This encouraged more visitors to the park and increased revenue through parking income.

Organisers estimated footfall in the region of 18,000 for the event which was media covered by BBC Essex and headline sponsored by the prestigious Porsche, who kindly showcased a collection of their finest vehicles at the Promenade.

Splash Park

In relation to the splash park she reported that it had been a successful Easter despite the weather not hitting the heights of the previous April / May. The Park hosted an estimated 2,500 children across the Easter period who thoroughly enjoyed themselves. It was also worth noting the positive feedback received for the recently refurbished Promenade beach huts, now very welcoming and quirky.

Promenade Zoo

Other great successes at the Prom included the Promenade Zoo, feedback had been fantastic, and it was again proving to be a very good addition to the location. The

Community Engagement Team had seen the launch of schemes like ‘Junior Keepers’. This scheme had proved so popular that further dates had been added.

Pay by phone parking

Currently there was only the month of April figures to work with, customers using the new RingGo system made up 9% of the income collected for car parking in Maldon. The Chairman reported that Officers anticipate this will grow considerably in the summer.

93. REVIEW OF PERFORMANCE 2018/19

The Committee considered the report of the Director of Strategy Performance and Governance seeking Members’ comments on the information as set out in both the report and appendix 1.

The Director of Service Delivery took the Committee through the report noting that this report covered Quarter 4 (January-March 2019), supplied Members with details of performance against targets set for 2018-19 and demonstrated that progress was being achieved towards the corporate goals and the objectives detailed in the Corporate Plan 2015-19.

He informed Members that the Annual Performance report would be submitted to Council on 27 June 2019 and that this information was available on the Council’s Performance Management Risk System TEN, which all Members had access to.

Addressing appendix 1 to the report the Director of Service Delivery advised the Committee that those performance areas under the remit of this Committee were contained on pages 21-27 inclusive, denoted by a yellow arrow. He then took the Committee through the appendix which detailed those Key Corporate Activities (KCAs) assessed as being ‘behind schedule’ or “at risk of not being achieved”. In response to questions raised by Members he responded as follows:-

KCA – Establish management plans with community groups re management /maintenance of open spaces at Prom Park.

That the management plan covered management/maintenance of a range of areas from green spaces to Council buildings. The Central Hub facility will be looking at all of the central buildings within Promenade Park itself. Once the Council had a clear indication of how the Central Hub facility will operate the council will draft its new Management Plan to include all related park elements. This will replace the current management plan.

That given the recent vandalism to the glass panels at first floor level to the Lookout Point in Promenade Park, work had been undertaken on a new design to make it more secure. The proposed new design would remove the glass panels and replace them with half round timbers supported by steel braces. This would be a lot more robust without spoiling the purpose of the lookout point and the CCTV system would be replaced.

KCA – Percentage of household waste sent for reuse, recycling and composting (including separate green waste)

That waste was broken down into different streams and there were clear statistics for both household and green waste recycling respectively. It was noted that Maldon District Council was only responsible for monitoring statistics on doorstep collections and that Essex County Council monitored waste deposits at tips/recycling centres.

That the statistics helpfully provided a breakdown of household waste covering the aforementioned categories, making it possible to easily identify those categories behind target.

That Officers would be working on an education programme with residents to reduce the amount of household waste. A meeting had been arranged for early next month with the contractors SUEZ who have a dedicated team that work on reducing waste using a range of interventions, including home visits. All advice will also be available online.

KCA – Work with Local Businesses and agencies to prepare for/implement projects for the Central Area Masterplan

That the findings of the Air Quality Management Area survey would be available at the end of the year. Officers will review outcomes and report back on potential solutions to the problem.

That the Future High Streets Fund would fund a comprehensive signage system throughout the town, not just in Butt Lane Carpark.

During the discussion, where information requested was not available, the Director of Service Delivery agreed to respond directly to Members outside of the meeting, this information included:

- Details of Compliments and Complaints broken down across all services areas;
- Confirmation that a reminder was sent to the contractors regarding appropriate care being taken around replacing bins once emptied;
- Reassurance that the information on Riverside Path signage was historically correct.

In conclusion the Director of Service Delivery informed the Committee that this was the last time performance would be reported in this way. The new reporting system would operate from July 2019.

RESOLVED that performance against the targets set for 2018/19 be noted.

94. PILOT COUNTYWIDE HANDYPERSON SERVICE

The Committee considered the report of the Director of Service Delivery that provided Members with an overview of the Pilot Countywide Handyman Service and sought approval for funding the membership through the Better Care Fund.

The Director of Service Delivery reminded Members that whilst initially they had asked Officers to look at the development of a local scheme it would seem sensible at this time to be part of the free pilot scheme, as this may deliver the outcome desired by Members.

Officers will review and report on the project and if necessary a separate scheme could still be looked at should the countywide scheme not prove to be effective within the Maldon District.

He took the Committee through the report that highlighted a gap countywide in service provision relating to minor adaptations that impeded vulnerable people returning home from hospital without delay. The Countywide Handyperson Scheme would bridge the gap providing a service for minor works thereby reducing the additional costs on partner services. Subsequent to the meeting it was established that this scheme would cover all those adaptations below the threshold (£500) of the Disabled Facilities Grant Scheme (DFG). The scheme would include two full-time staff (including on costs) and 2 vehicles to serve those 8 authorities wishing to take part, all funded by the Better Care Fund.

Overall Members welcomed this scheme with some reservations, namely how jobs would be prioritised and how the success of the pilot would be measured. The Director of Service Delivery acknowledged that prioritisation would be key and should be addressed through the pilot experience. Performance would be determined by the number of successful completed interventions.

He advised Members that other information around start dates, etc would be circulated direct to Members outside of the meeting.

The Chairman put the recommendations to the Committee and they were agreed.

RESOLVED

- (i) That Members noted the report and detailed information contained in appendix 1;
- (ii) That Members to approved membership to join the scheme for a 1-year pilot period.

95. APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES/PANELS

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' consideration of appointment to the Committees / Panels as set out in the report for the ensuing municipal year and made the following proposals:

Brickhouse Farm Management Committee

The Chairman proposed Councillors E L Bamford and Miss S White, this was seconded by Councillor J V Keyes.

Councillor Heard then made a counter proposal of Councillor Jeanette Stilts.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Car Parking Task and Finish Working Group

The Chairman proposed Councillors M F L Durham, CC, A S Fluker, J V Keyes and Miss S White, this was seconded by Councillor M F L Durham, CC.

Councillor Heard put forward a second proposal of Councillor Jeanette Stilts.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Cemeteries and Crematorium Working Group

The Chairman proposed that Councillors M F L Durham, CC, J V Keyes, Mrs M E Thompson and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Heard put forward a second proposal of Councillor Jeanette Stilts.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Events Member Task and Finish Working Group

The Chairman proposed Councillors, E L Bamford, M F L Durham, CC, A S Fluker, R H Siddall and Miss S White, seconded by Councillor M F L Durham, CC.

Councillor Heard proposed Councillor N G F Shaughnessy.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Health Overview and Scrutiny Committee (HOSC)

The Chairman proposed Councillors E L Bamford and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Heard proposed Councillor C Swain.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Maldon Citizens Advice Bureau Liaison Committee

The Chairman proposed Councillors E L Bamford, A L Hull and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Head proposed Councillor N G F Shaughnessy.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Maldon District Museum Liaison Committee

The Chairman proposed Councillors E L Bamford and Miss S White. This was seconded by Councillor J V Keyes.

Councillor Heard proposed Councillor N Skeens.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Maldon Market Member Task and Finish Working Group

The Chairman proposed Councillors E L Bamford, J V Keyes, Mrs M E Thompson and Miss S White, seconded by Councillor J V Keyes.

Councillor Heard proposed Councillor N G F Shaughnessy.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Places for People Liaison Committee

The Chairman proposed Councillors E L Bamford and Miss S White with a substitute of Mrs M E Thompson, seconded by Councillor M F L Durham, CC.

Councillor Heard proposed Councillor N Skeens

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Waste Member Task and Finish Working Group

The Chairman proposed Councillors E L Bamford, M F L Durham, CC, A S Fluker and Miss S White This was seconded by Councillor J V Keyes

Councillor Heard proposed Councillor C Swain.

The Chairman put the first proposal to the Committee and upon a vote being taken it was carried.

Councillor Heard wished it noted that he was disappointed with the decision of this Committee regarding the aforementioned item of business.

RESOLVED that the appointments to the following bodies be agreed for the Municipal Year 2019/20.

Body	2019 /20 Representative(s)
Brickhouse Farm Management Committee	Councillors E L Bamford and Miss S White
Car Parking Task and Finish Working Group (Minute 588 – 17/11/15)	Councillors M F L Durham CC, A S Fluker, J V Keyes and Miss S White

Body	2019 /20 Representative(s)
Cemeteries and Crematorium Working Group	Councillor M F L Durham, J V Keyes. Mrs M E Thompson and Miss S White
Events Member Task and Finish Working Group (Minute 941 – 27/03/18)	Councillors E L Bamford, M F L Durham, CC, A S Fluker, R H Siddall and Miss S White
Health Overview and Scrutiny Committee (HOSC)	Councillors E L Bamford and Miss S White
Maldon Citizens Advice Bureau Liaison Committee	Councillors E L Bamford, A L Hull and Miss S White
Maldon District Museum Liaison Committee	Councillors E L Bamford and Miss S White
Maldon Market Member Task and Finish Working Group (Minute 612 – 21/11/17)	Councillors E L Bamford, J V Keyes, Mrs M E Thompson and Miss S White
Places for People Liaison Committee	Councillors E L Bamford and Miss S White <i>Substitute: Councillor Mrs M E Thompson</i>
Waste Member Task and Finish Working Group (Minute 945 – 27/03/18)	Councillors E L Bamford, M F L Durham, CC, A S Fluker and Miss S White.

96. MEMORIALS IN CEMETERIES, PARKS AND OPEN SPACES POLICY

The Committee considered the report of the Director of Service Delivery that updated Members on the Council Policy (at appendix 1) around Memorials in Cemeteries, Parks and Open Spaces.

The Director of Service Delivery introduced the report and reminded Members that the policy was being reviewed to ensure that concerns raised previously, around memorial benches specifically, were addressed in the policy. He deferred to the Countryside and Coast Manager to go through the relevant detail of the policy.

The Countryside and Coast Manager took Members through Section 3. Operation of the Policy (attached at appendix 1 to the report). This section clarified areas of responsibility; length of lease, when ownership reverted and issues around both installation and removal of benches as follows:-

- A bench was purchased for a period of five years through a formal application process;
- All bench installations were undertaken by the Council unless permission ‘is granted by written consent’;
- Memorial benches have an expected minimum life of five years and will not be maintained by the Council. After this time the bench may need to be removed. Applicants will be given the option to replace the bench with a new one at full cost, or relinquish the site;
- Memorial benches will be of a type, colour and construction specified by the Council to be in keeping with the intended location

In response to further questions he advised:-

- that it was the Council's responsibility to ensure, through appropriate monitoring, that applicants maintained the benches. Should they be damaged through vandalism the Council's in-house team would undertake the repairs.
- that the preferred material was timber, which was in keeping with most intended locations.
- that, with reference to the option to maintain plaques on a memorial wall, he would circulate the report that went to the previous Committee outlining the recommendations for memorial walls.

It was concluded that the policy covered all the pertinent areas and that the memorial bench scheme represented good value and dealt with the process sensitively

The Chairman put the recommendations to the Committee and they were agreed.

RESOLVED

- (i) That Officers can re-open applications for benches within Maldon District Council Parks & Open Spaces, but only where there are 'voids' on existing bench bases or replacement benches are required. No new locations are to be permitted prior to review of demand & supply proposed for April 2022.
- (ii) That Members confirm that the existing Memorials in Cemeteries, Parks and Open Spaces Policy meets the needs of our residents.

97. VERBAL UPDATE ON THE ROUNDABOUT SPONSORSHIP SCHEME

The Director of Service Delivery asked the Countryside and Coast Manager to update Members on recent discussions regarding the Roundabout Sponsorship Scheme

The Countryside and Coast Manager advised that the outcome from meetings with the Head of Commissioning for Public Realm and Essex Highways had been positive. It had been confirmed that all reasonable costs can be extracted from the payments for roundabout sponsorship prior to the Council passing on a percentage to the County Council. This was in accordance with the scheme criteria.

In response to a question about separate sponsorship for a particular roundabout he said he would check with the County Council as those that came within the ownership of Maldon District Council (MDC) were clearly defined as the responsibility of MDC.

98. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN DECIDES ARE URGENT

There being no further items of business the Chairman closed the meeting at 8.38 pm.

MISS S WHITE
CHAIRMAN

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**MINUTES of
PLANNING AND LICENSING COMMITTEE
6 JUNE 2019**

PRESENT

Chairman	Councillor Mrs P A Channer, CC
Vice-Chairman	Councillor Mrs M E Thompson
Councillors	B S Beale MBE, R G Boyce MBE, M F L Durham, CC, M R Edwards, Mrs J L Fleming, A S Fluker, C Mayes and W Stamp
Ex-Officio Non- Voting Member	Councillor M S Heard

117. CHAIRMAN'S NOTICES

The Chairman welcomed Members the first meeting of the municipal year and drew attention to the list of notices published on the back of the agenda.

118. APOLOGIES FOR ABSENCE

There were none.

119. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 11 April 2019 be approved and confirmed.

120. DISCLOSURE OF INTEREST

Councillor M F L Durham disclosed a non-pecuniary interest as a Member of Essex County Council in any items on the agenda relating to the County Council and particularly Agenda Item 11 – Green Essex Strategy Consultation.

Councillor R G Boyce declared a non-pecuniary interest in the following Agenda Items as he was the trustee of an Almshouse Association:

- Agenda Item 7 - Approval to Adopt the Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries.
- Agenda Item 8 - Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Heybridge, Maldon and Southminster.

- Agenda Item 9 - Amendment to Affordable Housing and Viability Supplementary Planning Document.

In respect of Agenda Item 7 Councillor Boyce also declared a pecuniary interest advising that the effect upon the Almshouse Trust could have a serious financial detrimental effect and he would therefore leave the meeting when this item was considered.

Councillor Mrs J L Fleming disclosed a pecuniary interest in Agenda Item 7 - - Approval to Adopt the Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries as she owned property around Bush Farmhouse and would be leaving the meeting when this item of business was considered.

Councillor Mrs P A Channer disclosed interests in relation to the following items of business:

- Agenda Item 7 - - Approval to Adopt the Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries pecuniary interest as she was a trustee of the Henry Guilder Drake Almshouse Charity and lived opposite property belonging to the Charity. She also advised that she had previously taken advice on this matter but was mindful of the declaration made by Councillor Boyce in respect of this item of business. Councillor Mrs Channer also advised that Stow Maries fell within her Essex County Council division as did other items on this agenda.
- Agenda Item 8 - Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Heybridge, Maldon and Southminster, non-pecuniary interest as she was a trustee of the Henry Guilder Drake Almshouse Charity.
- Agenda Item 9 - Amendment to Affordable Housing and Viability Supplementary Planning Document as she was a trustee of the Henry Guilder Drake Almshouse Charity.
- Agenda Item 11 – Green Essex Strategy Consultation, non-pecuniary interest as a Member of Essex County Council.

121. PUBLIC PARTICIPATION

No requests had been received.

122. REVIEW OF PERFORMANCE 2018 / 19

The Committee considered the report of the Director of Planning and Regulatory Services giving details of performance against targets set for 2018 / 19 and to ensure that progress was being achieved towards the corporate goals and objectives detailed in the Corporate Plan 2015 - 19 adopted by the Council.

Councillors Mrs P A Channer and M F L Durham declared non-pecuniary interests in matters relating to this item of business as Essex County Councillors.

The Key Corporate Activities (KCAs) assessed as being “behind schedule” or “at risk of not being achieved” along with indicators which had not achieved their end of year target were set out in Appendix 1 to the report. A summary of the complaints and compliments received during 2018 / 19 were set out in the report.

A lengthy debate took place during which Members raised a number of points and information was provided by Officers in relation to the following:

- **% of other planning applications acknowledged within 5 working days –** The Director of Strategy, Performance and Governance advised that although short of the target, performance had been improving over the years. Within the Directorate work was ongoing to fill any staffing gaps and take operational action in respect of interim cover where required.
- In response to a question regarding the complaints received and to what they related, the Director of Strategy, Performance and Governance advised that he could provide that meeting outside of this meeting.

RESOLVED that performance against the targets set for 2018 / 19 be noted.

Following their earlier declarations Councillor R G Boyce, Mrs P A Channer and Mrs J L Fleming left the meeting at this point. Prior to leaving the meeting, Councillor Mrs Channer confirmed that she had not taken part in any discussions at Henry Guilder Drake regarding the following item of business.

IN THE CHAIR : COUNCILLOR MRS M E THOMPSON

123. APPROVAL TO ADOPT THE LISTS OF LOCAL HERITAGE ASSETS FOR THE PARISHES OF ALTHORNE, COLD NORTON, NORTH FAMBRIDGE, PURLEIGH AND STOW MARIES

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members’ approval to adopt the Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries (attached at Appendix 1 to the report).

The report provided background information on listed buildings within the District and how the Planning Practice Guidance encouraged Local Planning Authorities to identify ‘non-designated heritage assets’ against consistent criteria. Adding them to a ‘local list’ was considered a positive way of improving the ‘predictability of the potential for sustainable development’. The Council’s Conservation Officer was currently drafting lists for each Parish and a timetable for this was set out in Appendix 2 to the report with a target completion date of March 2021.

Draft lists for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries had been approved for publication in January 2019. Following public consultation, a number of responses had been received (a summary of these was set out in Appendix 3) and the report highlighted a number which resulted in proposed amendments. Members were advised that the draft lists (Appendix 1) had been amended to reflect the proposed amendments.

Members asked that their thanks be passed to the Conservation Officer for his work on all the Lists of Local Heritage.

RESOLVED that the Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries be approved for formal adoption.

Councillors Boyce, Mrs Channer and Mrs Fleming returned to the chamber at this point.

IN THE CHAIR : COUNCILLOR MRS P A CHANNER

124. APPROVAL TO CONSULT ON THE DRAFT LISTS OF LOCAL HERITAGE ASSETS FOR THE PARISHES OF HEYBRIDGE, MALDON AND SOUTHMINSTER

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval to consult on the Draft Lists of Local Heritage for the Parishes of Heybridge, Maldon and Southminster (attached at Appendix 1 to the report).

The report provided background information on listed buildings within the District and how the Planning Practice Guidance encouraged Local Planning Authorities to identify 'non-designated heritage assets' against consistent criteria. Adding them to a 'local list' was considered a positive way of improving the 'predictability of the potential for sustainable development'.

Draft lists for the Parishes of Heybridge, Maldon and Southminster had been produced with assistance from local historians. If Members were to approve these for public consultation, they would be published on the Council's website and each relevant Parish Council and owner / occupier would be written to. Consultation responses would be reported to a future meeting of this Committee, along with any updates prior to adoption.

In response to a question regarding why a finger post in Heybridge had not been included, the Director of Strategy, Performance and Governance advised that he did not have the information available but would consult with the Conservation Officer and advise the Member accordingly. It was noted that a thorough survey of each area had been carried out, but the Director advised he would check if further proposals could be put forward as part of the consultation. The Director of Strategy, Performance and Governance advised that there was a definition regarding what was included and he agreed to circulate this definition to all Members outside of the meeting. Members were further advised that there may have been a number of eligible assets but Officers had been selective to make sure those listed warranted this categorisation.

Reference was also made to the telephone boxes at the top of Market Hill, Maldon and the Director of Strategy, Performance and Governance agreed to check with the Conservation Officer regarding these and advise accordingly.

RESOLVED that the Draft Lists of Local Heritage for the Parishes of Heybridge, Maldon and Southminster be approved for public consultation.

125. AMENDMENT TO AFFORDABLE HOUSING AND VIABILITY SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' consideration of an amendment to the Affordable Housing and Viability Supplementary Planning Document (SPD) and seeking its approval for public consultation.

Members were reminded that the Affordable Housing Viability SPD had been adopted by the Council in November 2019. The report highlighted an issue which had arisen regarding the interpretation of the 'additional evidence; step of the flow chart at Fig. 2 on page 38. In order to remove any uncertainty, the report set out a proposed amendment, but this would require public consultation prior to the SPD being revised and adopted.

RESOLVED that the proposed amendment to the Affordable Housing and Viability Supplementary Planning Document be approved for public consultation.

126. UPDATE ON APPEAL DECISIONS (OCTOBER 2018 - MARCH 2019)

The Committee considered the report of the Director of Strategy, Performance and Governance informing Members of planning appeal performance on appeal decisions from October 2018 – March 2019.

The results of appeals by application decision type for the period were set out in the report along with details of any costs awarded / paid out.

It was noted that the adoption of the Local Development Plan had put the Council in a stronger position when defending appeals.

In response to a question the Director of Strategy, Performance and Governance explained that Officers would always review appeal decisions and highlight any learning from them. However, he would reiterate this back to the service and ensure that it continued.

Members commented on the report and it was highlighted that further detail in respect of the number of applications considered by Committees would be useful by way of comparison. Members also requested details of the sites in relation to appeal decisions.

RESOLVED that the contents of the report be noted.

127. GREEN ESSEX STRATEGY CONSULTATION

The Committee considered the report of the Director of Strategy, Performance and Governance, seeking Members' consideration of submitting a response to the Essex County Council consultation on the Green Essex Strategy (GES).

It was noted that the purpose of the GES was to take a positive approve to enhance, protect and create an inclusive and integrated network of high-quality green

infrastructure in Greater Essex, to create a county-wide understanding of green infrastructure and to identify opportunities for implementing green infrastructure.

RESOLVED that the draft consultation responses to the Green Essex Strategy, as set out in section 3.9 of the report, be approved and submitted to Essex County Council.

Section	Draft consultation response
Economy objective - Secure funding for new and existing green infrastructure to ensure their sustainability	<p>The objective should be re-named 'Funding', as the aim to secure funding for Green Infrastructure (GI) is not related to 'economy' as a topic.</p> <p>An additional objective related to the title 'Economy' should be considered, to recognise the importance of GI to the wider economy (e.g. tourism).</p>
3.1 Green Infrastructure Assets of Greater Essex, page 11	<p>It is understandable that agricultural land has been illustrated on a separate map to the Green Assets map, as it would mask the distribution of GI across the county, if the two were included on the same map. However, the map of agricultural land should not be relegated to an appendix. Agricultural land forms 68% of the county and the importance of farming to GI, in terms of food production, landscape and biodiversity should be given a higher profile in this strategy. The agricultural land map should be provided on the page after the GI map on page 12.</p>
Page 23 Local and regional policy	<p>Links to the Local Plans, local authority Design Guides and Green Infrastructure Strategies should be provided. This would reflect the approach taken in the Essex Design Guide, which includes a specific section linking to the other Essex local authorities' design guides.</p>
Table 2 Project delivery of the objectives, page 39/102- Objective: Increase use and inclusivity of green infrastructure across all social groups and abilities	<p>The two proposals listed are both aimed at young people. These do not cover all social groups and abilities (e.g. older people, people with disabilities, BAME) as the objective states and therefore the proposals do not meet the stated aim of this objective.</p>
Page 46 – Essex Design Guide section	<p>Links to the local authority Design Guides and Green Infrastructure Strategies should be provided here. This would reflect the approach taken in the Essex Design Guide, which includes a specific section linking to the other Essex local authorities' design guides.</p>
Page 52 – create green infrastructure as part of new developments	<p>3rd paragraph – technical correction required: 'All the Local Plans are being reviewed regarding their policies on green infrastructure in line with the NPPF.'</p> <p>Under the National Planning Policy Framework (NPPF) an adopted Local Plan must be reviewed every five years - but not just for GI policies - which this sentence suggests. Only a few Local Plans in Essex have been recently adopted, several are in the final stages of preparation.</p>

Section	Draft consultation response
	<p>Revise to:</p> <p>Local Plan preparation or review should include policies to support green infrastructure, in line with the NPPF. These policies can provide for biodiversity net gains and off setting, as well as expanding this approach to</p>
Section 9.8 Agriculture page 86	The text on environmental and countryside stewardship schemes could be expanded and strengthened to include a map showing the areas of the county being farmed under these schemes (available form Magic Map) and the land area/% of Essex covered by these initiatives.
Throughout – references to the Recreational disturbance Avoidance Mitigation Strategy (RAMS) e.g. pg. 92	References to RAMS need to be reviewed and, where necessary, updated by the Place Services team drafting the RAMS SPD.
Page 100 Action Plan proposal – Develop the Coast Path in Essex	This need to recognise that the recreational impact of the Coast Path on the coastal habitat sites need to be mitigated.
GES Appendices	
Appendix 2 - Map of Productive Spaces and the Agricultural Land Classification page 12	The text downgrades the contribution that agricultural land managed under the environmental and countryside stewardship schemes contribute to Green Infrastructure in the County. Include an additional map showing the areas of land managed under these initiatives (data available from Magic Maps).

128. APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES / PANELS

Councillor M S Heard joined the meeting during this item of business.

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' consideration of appointment to the Committees / Panels as set out in the report for the ensuing municipal year and made the following proposals:

- Blackwater River Member Task and Finish Working Group:**
Councillor Mrs M E Thompson proposed that Councillors R G Boyce, Mrs P A Channer, M F L Durham, Mrs J L Fleming, A S Fluker and Mrs M E Thompson be appointed to this Working Group. This proposal was duly seconded.

Councillor B S Beale proposed that Councillor C Mayes be added to the Working Group.

The Chairman moved the proposal in the name of Councillor Mrs Thompson and upon a vote being taken this was agreed.

- Bradwell Power Station Working Party**

Councillor A S Fluker provided the Committee with some history regarding the working Party which was set up in 1999 and commented on the political balance agreed at that time. He noted the ongoing work in respect of Bradwell Power Station and that there was not a Working Group which addressed the post care and maintenance of the building or Bradwell B. Councillor Fluker proposed that the Membership of this Working Group be referred back to the Council for them to review it and its Terms and Conditions. This was duly seconded.

In response to a question regarding the Bradwell Legacy Partnership the Director of Strategy, Performance and Governance advised that this group no longer met but funding did still exist.

The Chairman put the proposal of Councillor Fluker to defer this matter to the Council and upon a vote being taken this was duly agreed.

- **Maldon and Blackwater Estuary Coastal Community Team (Management Team)**

Councillor Mrs Thompson proposed that Councillor R G Boyce and A S Fluker be appointed as the name substitutes to this Group. This proposal was duly seconded and agreed.

- **Recreational Avoidance and Mitigation Strategy Member Forum**

Councillor Mrs Thompson proposed that Councillor Mrs P A Channer be appointed to this Forum due to her experience. This proposal was duly seconded and agreed.

- **River Crouch Coastal Community Team (Management Team)**

Councillor W Stamp proposed that she be appointed as a named substitute. This proposal was duly seconded.

Councillor Mrs Thompson proposed that Councillor A S Fluker remained as the appointed substitute.

The Chairman then put the proposal in the name of Councillor Stamp and upon a vote being taken this was declare lost.

Councillor Mrs Thompson then proposed that Councillors R G Boyce and A S Fluker be appointed as the name substitutes. This proposal was duly seconded and upon a vote being taken was agreed.

RESOLVED

- (i) that the appointments to the following bodies for the municipal year 2019 / 20 be agreed:

Body	2019 / 20 Representative(s)
Blackwater River Member Task and Finish Working Group	R G Boyce, Mrs P A Channer, CC, M F L Durham, CC, Mrs J L Fleming, A S Fluker and Mrs M E Thompson

Body	2019 / 20 Representative(s)
Maldon and Blackwater Estuary Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees <i>Substitutes: Councillors R G Boyce MBE and A S Fluker</i>
Member representative for Heritage and Design	Chairman of the Planning and Licensing Committee (or their substitute)
Place Board (Minute 704 – 17/12/15)	Chairman of the Planning and Licensing Committee
Recreational Avoidance and Mitigation Strategy Member Forum	Councillor Mrs P A Channer, CC
River Crouch Coastal Community Team (Management Team)	Chairman and Vice-Chairman of the Community Services and Planning & Licensing Committees <i>Substitutes: Councillors R G Boyce MBE and A S Fluker</i>

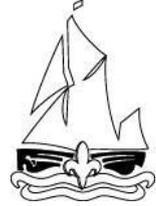
RECOMMENDED

- (ii) that the Terms of Reference and membership of the Bradwell Power Station Working Party be reviewed.

There being no further items of business the Chairman closed the meeting at 8.32 pm.

MRS P A CHANNER, CC
CHAIRMAN

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**MINUTES of
FINANCE AND CORPORATE SERVICES COMMITTEE
11 JUNE 2019**

PRESENT

Chairman	Councillor B E Harker
Vice-Chairman	Councillor M W Helm
Councillors	M G Bassenger, Mrs P A Channer, CC, Mrs J L Fleming, A S Fluker, K M H Lagan, C Morris and W Stamp
Ex-Officio Non- Voting Member	Councillor(s) M S Heard and Mrs M E Thompson
In attendance	Councillor E L Bamford, R G Boyce MBE, M F L Durham, CC and K W Jarvis

136. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

137. APOLOGIES FOR ABSENCE

There were none.

138. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 16 April 2019 be approved and confirmed.

139. DISCLOSURE OF INTEREST

There were none.

140. PUBLIC PARTICIPATION

No requests had been received.

141. REVIEW OF PERFORMANCE 2018 / 19

The Committee considered the report of the Director of Resources giving details of performance against targets set for 2018 / 19 and to ensure that progress was being achieved towards the corporate goals and objectives detailed in the Corporate Plan 2015 - 19 adopted by the Council.

The Key Corporate Activities assessed as being “behind schedule” or “at risk of not being achieved” along with indicators which had not achieved their end of year target were set out in Appendix 1 to the report.

The Director of Resources provided Members with an update in respect of the following indicators

- **Time taken to process Housing Benefit / Council Tax Support new claims** was shown in the Appendix as being at risk. Members were informed that there had been a impact on quarters one and two due to the implementation of Universal Credit and cross checking going through once service centre which had caused a backlog. However, the Council was still above the national rate for 2018 / 19 of 20 days.
- **% Business Rates collected** – Performance was down by 0.05% due to an ongoing dispute regarding non-payment.

In response to the complaint received against the Director of Resources, Members were informed that this related to a case the Director had been involved with and the complaint had been dealt with by the Director of Service Delivery.

RESOLVED that performance against the targets set for 2018 / 19 be noted.

142. ANNUAL REPORT ON THE WHISTLEBLOWING POLICY

The Committee considered the report of the Director of Resources reporting on any complaints made under the Whistleblowing Policy for 2018 / 19.

The Director of Resources advised that no reports had been made under the Whistleblowing for the year 2018 / 19.

RESOLVED that the content of the report be noted.

143. STRATEGIC AND FINANCIAL PLANNING PROCESS

The Committee received the report of the Director of Resources seeking agreement to the annual Strategic and Financial Planning Process (S&FPP) for 2020 / 21 as set out in Appendix 1 to the report.

It was noted that the Strategic and Financial Planning Process and timetable aimed to ensure available resources were effectively directed towards achievement of a financially independent and sustainable Council. Members were informed that the savings forecast did not consider the addition of any growth items or changes to the Government allowance received.

RESOLVED that the Strategic and Financial Planning Process for 2019 / 20, be approved.

144. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

145. LEASE OF LAND ADJACENT TO THE MALDON DISTRICT COUNCIL OFFICES

The Director of Resources asked Members to consider withdrawing this report from consideration as the organisation who had originally approached the Council regarding leasing land had advised that due to timescales etc. they were now looking for other options.

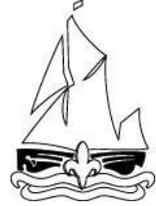
The Chairman then put to the Committee that this item of business be withdrawn from the agenda and not considered as it was no longer relevant. This was duly agreed.

RESOLVED that this item of business be withdrawn.

There being no further items of business the Chairman closed the meeting at 7.48 pm.

**B E HARKER
CHAIRMAN**

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**MINUTES of
AUDIT COMMITTEE
13 JUNE 2019**

PRESENT

Chairman	Councillor E L Bamford
Vice-Chairman	Councillor B E Harker
Councillors	Mrs P A Channer, CC, A S Fluker, J V Keyes, C Morris, S P Nunn and N J Skeens
In Attendance	Councillor C Swain

161. CHAIRMAN'S NOTICES

The Chairman opened the meeting by welcoming all new Members to the first meeting of the new municipal year.

She then drew Members' attention to the notices on the reverse of the agenda.

162. APOLOGIES FOR ABSENCE

There were no apologies for absence.

163. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 4 April 2019 be approved and confirmed

164. DISCLOSURE OF INTEREST

Councillor Mrs P A Channer, CC declared a non-pecuniary interest in Agenda Item 5 – Updated Action Plan of Flood Mitigation Projects Across the District - as a member of Essex County Council, a consultee on planning application matters with respect generally, to highways, matters of access and education primarily.

Councillor A S Fluker in the interest of openness and transparency declared on Agenda Item 5. - Updated Action Plan of Flood Mitigation Projects Across the District, as a member of the Maldon Harbour Improvement Commissioners.

165. UPDATED ACTION PLAN OF FLOOD MITIGATION PROJECTS ACROSS THE DISTRICT REPORT

The Committee considered the report of the Director of Strategy, Performance and Governance that provided Members with a six-monthly update on the action plan of flood mitigation projects across the district, as agreed at Audit Committee on 6 December 2018.

It was noted that the updates were highlighted in red on the action plan at appendix 1. Furthermore, that consideration of this live action plan of projects should assist Members when reviewing the current risk score for corporate risk “Failure to have a clear shared plan regarding strategic ownership of coastal, fluvial and surface water flooding mitigation and long-term maintenance responsibilities” on today’s agenda at Item 6. The Director of Resources asked the Lead Specialist Community to present the report and action Plan. For the benefit of new Members, the Lead Specialist Community provided the background to this key piece of work as follows:-

In response to the floods in 2007 in the Northeast of the country Sir Michael Pitt was charged with carrying out a review on flood risk management. One of the outcomes was the Flood and Water Management Act April 2010, which made the Environment Agency (EA) responsible for national strategy, Essex County Council (ECC) Lead Local Flood Authority (LLFA) responsible for district strategy and District Councils to act as risk management authorities. As a result of this all government funding to develop flood alleviation schemes had been allocated to the EA and ECC. This new strategy made the Council’s position very difficult in that they could only lobby partners to engage with bringing in funding to this district for flood alleviation projects.

The Plan presented today by the Lead Specialist Community had been developed through working in partnership with the Environment Agency, Anglian Water and ECC, facilitating meetings and setting up an Operational Group. The Plan was now a live working programme with a number of good schemes across the district at different stages of development.

At this point the Chairman reminded Members that the recommendation was, dependent on the outcome of the discussion, to look at possibly reducing the risk score for this corporate risk when debating the corporate register under Item 6 – Quarterly Review of Corporate Risk.

In response to questions from Members the following was reported:-

- that the Heybridge flood alleviation scheme with a date of March 2024 on the Plan was a separate line of development to the Heybridge Garden Settlement planning application;
- that the West Althorne embankment repairs scheme referred to the Southminster branch line. This scheme would involve partnership engagement with landowners, Network Rail being one of the major ones in the scheme;
- that ‘delivery in-house’ on the plan meant delivery by the Environment Agency’s in-house engineers;
- that the Stokes Hall scheme had been successfully completed in May 2019;
- that the Lead Specialist Community was working with landowners in respect of the Bradwell Waterside scheme;

- that with reference to the Brickhouse Farm scheme work was currently underway with ECC to discharge conditions around landscaping, types of trees preferred by MDC parks team, signage etc. A provisional start date had been agreed and next steps were around the felling of birch trees ideally as close to the start date as possible;
- that the Lead Specialist Community would report back at the next meeting on the Updated Flood Maps and on other issues raised outside of the meeting as appropriate.

It was noted that some of the updates at the meeting had not been incorporated in the Plan as they had happened post agenda publication, thus demonstrating how live the clear shared plan was.

The Chairman thanked the Lead Specialist Community for all her hard work and acknowledged how difficult it was to progress schemes when having to lobby for funding from partners.

The Chairman put the recommendation to the Committee and it was agreed.

RESOLVED that Members had considered the updates to the action plan provided in appendix 1 and agreed to review the current risk score as a result of the updated plan and progress to date.

166. QUARTERLY REVIEW OF CORPORATE RISK

The Committee considered the report of the Director of Resources and its role in providing independent assurance to the Council on the adequacy of the risk management framework. It was noted that the Risk Management Policy required this Committee to undertake a quarterly review of the Corporate Risk Register, attached at appendix 1, as assurance that the corporate risks are being managed effectively.

The Director of Resources introduced the report and reminded Members that this report represented the position as at the end of Quarter 4 (31 March 2019) on the corporate risks included within the Corporate Risk Register 2018/19. She advised that the Corporate Risk register was reviewed by CLT on a quarterly basis, reported on TEN and subsequently considered by the Audit Committee. In advance of taking Members through the register page by page, and as a guide, she drew Members attention to the scoring matrix used in the Risk Management Policy Methodology.

All Risks were considered, and the following were discussed in more detail:-

Risk 1 – Failure to safeguard children and vulnerable adults - Members were pleased to note that, given their role in the community, safeguarding training applied to both Members and Officers.

In response to a question regarding timing of training the Director of Service Delivery advised that safeguarding training would be rolled out later in the year. The reason for the delay was due to the reorganisation of the safeguarding area. Interim arrangements were in place and when staff were in their new roles training would commence for both Officers and Members. A lead Member was not deemed necessary as safeguarding was part of everyone's remit.

Risk 5 – *Failure to deliver the required infrastructure to support development arising from the LDP* - the Director of Strategy performance and Governance reported that the Council was in the final stages of appointing a Section 106 Officer

Risk 6 – *Failure to have a clear shared plan regarding strategic ownership of coastal, fluvial and surface flood mitigation and long-term maintenance responsibilities* – the Chairman reminded Members that they had agreed under Item 5 to review the risk score in light of progress made against the original risk. The Director of Strategy Performance and Governance reiterated that this risk was around the failure to have a clear shared plan which was now in place and therefore reviewing the scoring was appropriate.

Councillor Fluker proposed that the risk score be reduced by lowering the likelihood from 4 to 3 with no change to the impact score of 4, resulting in an overall score of 12. This was seconded by Councillor S P Nunn.

The Chairman put the proposal to the Committee and this was agreed.

Risk 11 – *Failure to protect personal or commercially sensitive data* - it was agreed that the end of June 2019 would be a timely point to review the score for this corporate risk.

Risk 16 – *Corporate policies not managed and reviewed* - it was noted that the Corporate model on Mod.gov was out of date and would be removed.

The chairman thanked the Director of Resources for the comprehensive report

RESOLVED

- (i) That Members reviewed the information as set out in this report and appendix 1 and their views and comments were considered;
- (ii) That in undertaking this review Members were assured that corporate risk was being managed effectively;
- (iii) That the Risk Score for Corporate **Risk 6** - *Failure to have a clear shared plan regarding strategic ownership of coastal, fluvial and surface flood mitigation and long-term maintenance responsibilities* be reduced from 16 to 12.

167. INTERNAL AUDIT - FOLLOW UP OF RECOMMENDATIONS REPORT - MAY 2019

The Committee considered the report of the Director of Resources that reported progress with regard to recommendations raised by Internal Audit for the years 2015/16, 2016/17, 2017/18 and 2018/19.

Mr Greg Rubins, Head of Internal Audit at Bider Dijke Otte (BDO) took the Committee through the report. He informed Members that the situation was positive with 48 high and medium recommendations out of 68 now implemented. Of the remaining 20, there were 2 not due yet and 7 formed part of the Future Model programme.

He provided a brief update on the Safe and Clean environment report around street cleaning and waste contracts, clarifying that 2 recommendations were in progress and 2 were not due yet. He assured Members that this would be completed by the next Committee, alongside the other outstanding work, as management initiatives had been prompt in response to recommendations raised.

The Chairman put the recommendation to the Committee and it was agreed.

RESOLVED that Members considered the progress to date against these recommendations.

168. INTERNAL AUDIT - PROGRESS REPORT - MAY 2019

The Committee considered the report of the Director of Resources that dealt with the completed audits together with the assurance levels, audits that are currently a work in progress and any deviances to, or slippage, on the Internal Audit Plan 2018 / 19.

Mr Greg Rubins introduced the report which updated Members on progress against the Audit Plan for 2018/19 and 2019/20. In addition, there were two summary reports being considered, namely the Fraud Risk Assessment and the Transformation Summary. The Transformation report had an assurance level of substantial on design and an assurance level of moderate on effectiveness. This work had been completed by one of BDO's local government advisory teams who were impressed with the processes, governance structure and clear work streams in the Council's Future Model.

Furthermore, it was clear that investment requirements and cost benefits had been considered. The only recommendation BDO had, concerned clearer definition around non-financial benefits, but acknowledged that this was probably impacted by the stage the Council had reached in the transformation programme. Once raised, Council Officers had responded promptly and positively.

There were four reports still outstanding at different stages of completion; these will be reported at the next meeting. Finally, he reported that work had commenced on fieldwork for the 2019/20 programme of work to ensure timely delivery of the Audit Plan going forward.

The chairman put the recommendations to the Committee and they were agreed.

RESOLVED

- (i) that Members considered the progress against the 2018/19 Internal Audit Plan;
- (ii) that Members commented on progress to date against the 2018/19 Internal Audit Plan, including the completed audits.

169. INTERNAL AUDIT ANNUAL REPORT - MAY 2019

The Committee considered the report of the Director of Resources that presented the Annual Opinion of the Head of Internal Audit (BDO LLP) on the results of, and assurance gained, from 1 April 2018 to 31 March 2019 internal audit work.

Mr Greg Rubins advised that the annual report and opinion summarised the work undertaken during the year and ultimately informed the Council's annual Governance Statement. Overall it represented moderate assurance, their second highest level of assurance, which reflected a very positive set of reports. The set consisted of six finalised reports and they had also taken into account the positive work emerging from the outstanding areas.

He added that the strong moderate assurance level this year could be even higher in future years once the transformation programme was completed. In respect of BDO's performance he said normally he would prefer to be further ahead in the process. The delays were largely due to the Council's major restructure hence the reason BDO had already started scoping the work for the financial year 2019/20.

The Chairman put the recommendation to the Committee and it was agreed.

RESOLVED that Members considered the Head of Internal Audit's opinion on the results of and assurance gained from the 2018 / 19 internal audit work, as set out in appendix 1.

170. INTERNAL AUDIT FRAUD RISK ASSESSMENT- ADVISORY REPORT - MARCH 2019

The Committee considered the advisory report to carry out a Fraud Risk Assessment as requested by the Director of Resources, covering the period November 2018 to January 2019.

Before asking the Head of Internal Audit, Greg Rubins, to comment on findings the Director of Resources provided the background to this report. She informed the Committee that in 2015 Central Government decided to centralise all benefit fraud investigation work, however, this Council decided to retain their own fraud resource with an allocated budget. The result was a combined corporate fraud and planning enforcement resource.

In 2017 the Director of Resources asked for a review to take place, specifically requested by the section 151 Officer, as there were concerns regarding the resource and whether it was focussed on corporate fraud or planning enforcement. The report found that the Council was not doing counter fraud work as the resources were focussed on planning enforcement cases.

Mr Rubins then addressed the report and advised that for best practice purposes BDO had assessed the Council against the Chartered Institute of Public Finance & Accountancy (CIPFA) guidance on counter fraud. He said he had seen both private and public sector organisations adversely impacted by corporate fraud. Furthermore, when going through transformation, there was an increased risk of fraud therefore close control over potential fraud was important. Whilst there was a basic framework in place and the fraud team was both experienced and knowledgeable, resources were inconsistently applied.

Assessment findings demonstrated a need to develop counter fraud resource by putting together a proper risk-based plan, a training plan for both Officers and Members,

updated policies and strategies with resources applied to wider areas including procurement, HR and Finance. Alongside these measures regular reporting to Audit Committee on actions taken was crucial. He advised that once investment in this area occurs the Council may see an initial increase in reporting fraud and that this was quite normal as previously staff may not have been aware of fraud or what constituted fraud.

The Director of Resources advised the Committee that, from the outset, the Future Model had a resourced built-in activity to cover this area of work through either staff appointment or external contactor. She said that the review had shown how valuable counter fraud work can be to an organisation as it raised awareness/reporting and shone a light on fraud, which by its nature was hidden.

The chairman put the recommendations to the Committee and they were agreed.

RESOLVED

- (i) That Members reviewed the information as set out in this report and appendix 1 and their views and comments were sought;
- (ii) That it was recommended that the Finance and Corporate Services Committee receive and consider the findings of the Internal Audit Fraud Risk Assessment – Advisory Report – March 2019.

171. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN DECIDES ARE URGENT

The Director of Resources advised the Committee that she would circulate the annual accounts, annual governance statement and the statement from the auditors to all Members. She requested that Members consider the paperwork and feedback to the Director. It was noted that once the final versions have been received and agreed by the next Audit Committee they would be signed-off by Councillor A S Fluker, Leader of the Council and Mr R Holmes the Head of Paid Services.

A question was raised regarding qualifications of the committee membership and subsequent to the meeting it was confirmed that all Members had attended Audit training which was delivered jointly by the Director of Resources and Mr Greg Rubins, Head of Audit at Binder Dije Otte (BDO), the Council's Internal Auditors.

There being no further items of business the Chairman closed the meeting at 4.09 pm.

**E L BAMFORD
CHAIRMAN**

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