

APOLOGIES Committee Services
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DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE'S OFFICE
DIRECTOR OF STRATEGY, PERFORMANCE
AND GOVERNANCE
Paul Dodson

19 February 2020

Dear Councillor

You are summoned to attend the meeting of the;

PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE

on **THURSDAY 27 FEBRUARY 2020** at 7.30 pm.

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

COMMITTEE MEMBERSHIP	CHAIRMAN	Councillor E L Bamford
	VICE-CHAIRMAN	Councillor K W Jarvis
	COUNCILLORS	B S Beale MBE Mrs P A Channer, CC M F L Durham, CC A S Fluker B E Harker M S Heard J V Keyes S P Nunn N J Skeens W Stamp Mrs J C Stilts C Swain Mrs M E Thompson

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AGENDA
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
THURSDAY 27 FEBRUARY 2020

1. **Chairman's Notices (please see overleaf)**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 7 - 10)

To confirm the minutes of the Committee held on 9 January 2020, (copy enclosed)

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interest or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6 – 8 of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interest as soon as they become aware should the need arise through the meeting.)

5. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set.
2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
3. Anyone wishing to speak must notify the Committee Clerk between 7:00pm and 7:20pm prior to the start of the meeting.

6. **Actions Taken to the Findings and Comment of the External Auditor arising from the 2018/19 Audit of Accounts** (Pages 11 - 20)

To consider the report of the Interim Section 151 Officer, (copy enclosed)

7. **Internal Audit Reports - Progress, IT Disaster Recovery and Key Financial Systems** (Pages 21 - 64)

To consider the report of the Interim Section 151 Officer, (copy enclosed)

8. **Internal Audit Follow-up of Recommendations Report - February 2020** (Pages 65 - 90)

To consider the report of the Interim Section 151 Officer (copy enclosed)
9. **Internal Audit - Draft Strategic Plan 2018/19 - 2020/21 and Draft Annual Audit Plan 2020/21** (Pages 91 - 114)

To consider the report of the Interim Section 151 Officer, (copy enclosed)
10. **Quarterly Review of Corporate Risk Report (Q3)** (Pages 115 - 124)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed)
11. **Quarterly Review of Corporate Performance (Q3)** (Pages 125 - 146)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).
12. **Annual Review of Financial Regulation and Contract Procedure Rules**

To receive a verbal update from the Interim Section 151 Officer.
13. **Corporate Health and Safety (Q3)** (Pages 147 - 154)

To consider the report of the Director of Service Delivery, (copy enclosed)
14. **Section 106 Update**

To receive a verbal update from the Director of Strategy, Performance and Governance.
15. **Any other items of business that the Chairman of the Committee decides are urgent**

Report for Noting:

In accordance with the Council decision (Minute No. 542 refers), the following report is for noting and a copy has been placed in the Members' Room and on the I Drive for Members' information.

- Annual Audit Letter 2018/19 External Audit
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NOTICES**Sound Recording of Meeting**

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

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Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

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