

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

17 March 2021

Dear Councillor

You are summoned to attend the meeting of the;

**PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE**

on **THURSDAY 25 MARCH 2021** at **2.00 pm**.

Please note that this will be a **remote meeting** – Members to access the meeting via Microsoft Teams. Members of the press and public may listen to the live stream via the [Council's YouTube channel](#).

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

COMMITTEE MEMBERSHIP	CHAIRMAN	Councillor Mrs J C Stilts
	VICE-CHAIRMAN	Councillor K W Jarvis
	COUNCILLORS	Mrs P A Channer, CC M S Heard M W Helm A L Hull J V Keyes S P Nunn N G F Shaughnessy W Stamp

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**AGENDA**  
**PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE**  
**THURSDAY 25 MARCH 2021**

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1. **Chairman's Notices**

2. **Minutes** (Pages 5 - 10)

To confirm the minutes of the meeting held on 25 February 2021, (copy enclosed).

3. **Apologies for Absence**

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, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:  
[www.maldon.gov.uk/publicparticipation](http://www.maldon.gov.uk/publicparticipation)

6. **External Audit Fees Update** (Verbal Report)

To receive a verbal update from the Director of Resources.

7. **Internal Audit Reports - Progress; Follow-up of Recommendations and Payroll Audit** (Pages 11 - 36)

To consider the report of the Director of Resources, (copy enclosed).

8. **Annual Audit Summary Letter on the 2019/2020 External Audit** (Pages 37 - 50)

To consider the report of the Director of Resources, (copy enclosed).

9. **Staff Survey Headline Results** (Pages 51 - 56)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).

10. **Any other items of business that the Chairman of the Committee decides are urgent**

**NOTICES**

**Recording of Meeting**

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session. At the start of the meeting an announcement will be made about the recording.