



MALDON DISTRICT
COUNCIL

APOLOGIES Committee Services
Email: Committee.clerk@maldon.gov.uk

DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE
Paul Dodson

10 November 2021

Dear Councillor

You are summoned to attend the meeting of the;

PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE

on **THURSDAY 18 NOVEMBER 2021** at **7.30 pm**

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

Please Note that due to social distancing and space limitations, we require any members of the public or press who wish to attend physically and observe or speak under Public Participation rules at this meeting to complete [a request form](#) (to be submitted by 12noon on the working day before the Committee meeting). This will be reviewed and managed according to capacity of the meeting and whether any other persons have already registered.

The Committee meeting will still be live streamed via the [Council's YouTube channel](#) for ease of viewing.

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	R G Boyce MBE
	M R Edwards
	Mrs J L Fleming, CC
	M S Heard
	A L Hull
	J V Keyes
	S P Nunn
	E L Stephens



Please note: Electronic copies of this agenda and its related papers are available via the Council's website www.maldon.gov.uk.





AGENDA
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
THURSDAY 18 NOVEMBER 2021

1. **Chairman's Notices**

2. **Apologies for Absence**

3. **Minutes** (Pages 5 - 12)

To confirm the minutes of the meeting held on 23 September 2021, (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, 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.

6. **Internal Audit Reports** (Pages 13 - 14)

To consider the report of the Director of Resources and associated Internal Audit reports from 6a to 6e, (copies enclosed).

a) **Progress Report** (Pages 15 - 24)

b) **Follow-Up of Recommendations Report** (Pages 25 - 32)

c) **Covid Response Plan Report** (Pages 33 - 44)

d) **Partnerships Report** (Pages 45 - 56)

e) **Fraud Risk Assessment** (Pages 57 - 80)

7. **Update on the Audit of the 2020/21 Accounts** (Pages 81 - 86)

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

8. **Decision to opt into the National Scheme for Audit Appointments** (Pages 87 - 100)

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

9. **Section 106 6-Monthly Update and Infrastructure Funding Statement 2021** (Pages 101 - 112)

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

10. **Process Improvement Framework** (Pages 113 - 126)

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

11. **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.

Fire

In the event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

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 Televisions (CCTV)

Meetings held in the Council Chamber are being monitored and recorded by CCTV.