



MALDON DISTRICT  
COUNCIL

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

DIRECTOR OF STRATEGY,  
PERFORMANCE AND  
GOVERNANCE  
Paul Dodson

2 February 2022

Dear Councillor

You are summoned to attend the meeting of the;

**PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE**

on **THURSDAY 10 FEBRUARY 2022 at 7.30 pm**

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

Please Note: Following the relaxation of Covid rules, members of the public can now physically access meetings in the Council Chamber. With physical attendance the Council encourages all attendees to wear a face mask and complete a lateral flow test. All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak please submit a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

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	Vacancy
COUNCILLORS	R G Boyce MBE M R Edwards Mrs J L Fleming, CC A S Fluker M S Heard A L Hull J V Keyes W Stamp, CC 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](http://www.maldon.gov.uk).





**AGENDA**  
**PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE**  
**THURSDAY 10 FEBRUARY 2022**

---

1. **Chairman's Notices**

2. **Apologies for Absence**

3. **Minutes** (Pages 5 - 8)

To confirm the minutes of the meeting held on 13 January 2022, (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](http://www.maldon.gov.uk/publicparticipation).

6. **Appointment of a Vice-Chairman**

To appoint to the vacancy of Vice-Chairman of the Performance, Governance and Audit Committee.

7. **Internal Audit Report** (Pages 9 - 10)

To consider the report of the Director of Resources and associated BDO reports from 7a to 7h, (copies enclosed).

a) **Progress Report** (Pages 11 - 20)

b) **Follow-Up of Recommendations Report** (Pages 21 - 30)

c) **Policy Review Report** (Pages 31 - 42)

d) **Strategic Performance- Community Report** (Pages 43 - 52)

e) **Main Financial Systems Report** (Pages 53 - 66)

f) **IT Strategy and Transformation Report** (Pages 67 - 82)

g) **Management of Property Report** (Pages 83 - 98)

For further information please see [the Council's website](#).

h) Draft Internal Audit Annual Plan 2022/2023 and Strategic Plan 2022/2025  
(Pages 99 - 122)

8. **Appointment to Outside Bodies** (Pages 123 - 124)

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

9. **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.