

Governance Committee AGENDA



THE PUBLIC MAY ATTEND THIS MEETING

Please note this meeting will be webcast and audio recorded.

Date: Wednesday, 26 March 2014

Time: 19:15

Venue: Committee Room1, Braintree District Council, Causeway House,
Bocking End, Braintree, Essex, CM7 9HB

Membership:

Councillor S Canning
Councillor H D Johnson
Councillor D J Louis
Councillor J M Money

Councillor I C F Parker
Councillor D E A Rice
Councillor V Santomauro
Councillor C M Thompson

Members are requested to attend this meeting, to transact the following business:-

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PUBLIC SESSION

1 Apologies for Absence

2 Declarations of Interest

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.

3 Minutes of the Previous Meeting

To approve as a correct record the minutes of the meeting of the Governance Committee held on 15th January 2014 (copy previously circulated).

4 Public Question Time

(See paragraph below)

Monitoring and Finance

5	Key Financial Indicators – 28th February 2014	5 - 14
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Audit and Governance

6	Internal Audit – Activity Report for the period to 5th March 2014	15 - 26
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7	Internal Audit Plan 2014-2015	27 - 32
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8	External Audit Plan 2013-2014	33 - 44
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9	Protecting the Public Purse 2013	45 - 68
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10	Strategic Risk Management	69 - 92
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11	Office of Surveillance Commissioners Inspection Report	93 - 94
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Committee Operation

12	Governance Committee Annual Report 2013-2014	95 - 98
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13	Forward Look – Twelve months to March 2015	99 - 104
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14	Fraud and Error Discussions with Those Charged with Governance	105 - 106
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15 Urgent Business - Public Session

To consider any matter which, in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

16 Exclusion of the Public and Press

To agree the exclusion of the public and press for the consideration of any items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.

At the time of compiling this agenda there were none.

PRIVATE SESSION

17 Urgent Business - Private Session

To consider any matter which, in the opinion of the Chairman, should be considered in private by reason of special circumstances (to be specified) as a matter of urgency.

A PEACE
Member Services Manager

Contact Details

If you require any further information please contact Alison Webb on 01376 552525 or e-mail alison.webb@braintree.gov.uk

Question Time

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak.

Members of the public wishing to speak should contact the Council's Member Services Section on 01376 552525 or email chloe.glock@braintree.gov.uk at least 2 working days

prior to the meeting.

Members of the public can remain to observe the whole of the public part of the meeting.

Health and Safety

Any persons attending meetings at Causeway House are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding during the meeting, you must evacuate the building immediately and follow all instructions provided by a Council officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

Mobile Phones

Please ensure that your mobile phone is either switched to silent or switched off during the meeting.

Comments

Braintree District Council welcomes comments from members of the public in order to make its services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please let us have your comments setting out the following information

Meeting Attended..... Date of Meeting.....

Comment

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Contact Details: