

**GOVERNANCE, AUDIT AND PERFORMANCE COMMITTEE held at  
COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON  
WALDEN, ESSEX CB11 4ER, on THURSDAY, 15 NOVEMBER 2018 at 7.30  
pm**

Present: Councillor E Oliver (Chairman)  
Councillors G Barker, J Davey, J Gordon, N Hargreaves,  
D Jones, B Light and G Sell

Officers in attendance: R Auty (Assistant Director - Corporate Services), A Bochel  
(Democratic Services Officer), S Bronson (Audit Manager),  
R Dobson (Democratic and Electoral Services Manager) and  
A Webb (Director - Finance and Corporate Services)

**GAP24 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillor Jones.

**GAP25 MINUTES OF PREVIOUS MEETINGS**

The minutes of the meetings held on 27 September and 9 October were received and signed by the Chairman as a correct record.

**GAP26 INTERNAL AUDIT OF EQUALITY AND DIVERSITY 2018**

The Chairman moved Item 5, the Internal Audit of Equality and Diversity forward in the proceedings.

The Internal Audit Manager said that the department's report on the audit of corporate equality and diversity had found the Council was currently at the 'developing' authority level when measured against the Equality Framework for Local Government. Nine recommendations had been made aimed at improving governance, monitoring, reporting and compliance to equality legislation.

The Assistant Director – Corporate Services said he would identify a resource to work on implementing the recommendations.

The Cabinet Member for the Environment said the Council needed to get better at collecting demographic data.

The Assistant Director – Corporate Services said the Council had been good at collecting data on its staff, but then had not always used that data.

The report was noted.

**GAP27 INTERNAL AUDIT PROGRESS REPORT, 01 SEPTEMBER TO 31 OCTOBER**

## **2018**

Members considered the report by the Internal Audit Manager.

The report was noted.

### **GAP28 INTERNAL AUDIT CHARTER 2018**

Members considered the report by the Internal Audit Manager.

RESOLVED to approve the revised Internal Audit Charter.

### **GAP29 COMMUNITY GOVERNANCE REVIEW**

The Democratic and Electoral Services Manager said the Council was in the hands of the Local Government Boundary Commission for England regarding the timing of a consequential changes order, to align the district ward and county division boundary with that of the altered parish boundary by the date of the register's publication on 1 December. If this change was not accomplished in time for it to be reflected in the published revised register there would be a need to take account of the deviation between the boundaries if there were any contested elections at parish level, until the register was republished the following year.

RESOLVED that the Committee concludes the community governance review which commenced on 26 July 2018, publicises and gives effect by Order to the following recommendations made in the review:

- a. That the existing parish boundary between the parishes of Little Easton parish and Great Dunmow parish, which is shown with a broken line on the map attached to the report, be altered as indicated on the map by a red line, so that the area hatched pink comprising the development known as Sector 4, be transferred from the parish of Little Easton to the parish of Great Dunmow;
- b. That the consent of the Local Government Boundary Commission and Electoral Commission be sought to make a consequential changes Order to give effect to alterations to align the boundary of the district ward and county division with the modified parish boundary.
- c. In respect of the electoral arrangements which apply to the parish of Great Dunmow, to increase the number of the parish councillors for the North ward by two.
- d. In respect of the electoral arrangements which apply to the parish of Little Easton, to make no change in the number of the parish councillors.
- e. In respect of the electoral arrangements review for the parish of Aythorpe Roding, to increase the number of parish councillors by one.

### **GAP30 BI-ANNUAL PROCUREMENT UPDATE**

Members considered the report of the Procurement Manager.

The report was noted.

**GAP31 2018/19 Q2 KPI AND PI PERFORMANCE REPORT**

The Assistant Director – Corporate Services said that KPI 8 (Average Re-Let Time) had been changed to match the measure used in a national benchmarking system. The results for previous quarters had been recalculated but still showed an underperformance. A report on void properties was going to the Housing Board on 22 November, and this would be circulated to members of the Governance Audit and Performance Committee for information.

The Director – Finance and Corporate Services said KPI 12 (Processing of Planning Applications: Minor Applications) had been affected by staff turnover and the large volume of work it had been necessary to carry out on the Stansted Airport planning application. Turnover was high throughout the UK for planning officers, and many authorities struggled to recruit new staff. The Council was putting into place a contract with Place Services for support.

The Assistant Director – Corporate Services said the low number of Museum users shown in KPI 22 was a recurring theme across museums in Essex due to the warm summer and people looking for outdoor activities.

The report was noted.

**GAP32 2018/19 CORPORATE RISK REGISTER**

The Assistant Director – Corporate Services noted that a new risk had been added to the register to take account of the UK's probable exit from the European Union.

The report was noted.

The meeting finished at 8.05.