



# Uttlesford District Council

Chief Executive: Dawn French

## Governance, Audit and Performance Committee

**Date:** Tuesday, 24th March, 2020

**Time:** 7.30 pm

**Venue:** Committee Room - Council Offices, London Road, Saffron Walden,  
Essex CB11 4ER

**Chair:** Councillor E Oliver

**Members:** Councillors G Bagnall, A Dean, G Driscoll (Vice-Chair), V Isham,  
R Jones, A Khan, B Light, S Luck and J De Vries

**Substitutes:** Councillors S Barker, M Caton, C Criscione, P Fairhurst, R Freeman,  
A Gerard, G Sell and M Sutton

**This meeting was cancelled due to the coronavirus outbreak. For further information on how items requiring decisions are being dealt with, please refer to supplementary packs for this meeting as they are published on the Council's website.**

### Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. A time limit of 3 minutes is allowed for each speaker. Please refer to further information overleaf.

## AGENDA PART 1

### Open to Public and Press

#### 1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

<b>2</b>	<b>Minutes of the Previous Meeting</b>	5 - 9
	To consider the minutes of the previous meeting and the Action List.	
<b>3</b>	<b>Audit Additional Fees</b>	10 - 11
	To consider the report on Audit Additional fees.	
<b>4</b>	<b>Audit of Grants and Returns</b>	12 - 24
	To consider the report on the Audit of Grants and Returns.	
<b>5</b>	<b>Council Tax Discounts</b>	25 - 37
	To consider the report on Council Tax Discount Policy.	
<b>6</b>	<b>Financial Regulations and Contract Procedure Rules</b>	38 - 71
	To consider the report on Financial Regulations and Contract Procedure Rules.	
<b>7</b>	<b>Treasury Management Practices, Principles and Schedules</b>	72 - 127
	To consider the report on Treasury Management Practices, Principles and Schedules.	
<b>8</b>	<b>Procurement Update</b>	128 - 136
	To consider the report on Procurement Update.	
<b>9</b>	<b>Internal Audit Progress Report, 16 December 2019 to 29 February 2020</b>	137 - 142
	To consider the Internal Audit Progress Report 16 December 2019 to 29 February 2020.	
<b>10</b>	<b>Internal Audit Charter 2020</b>	143 - 165
	To consider the report on the Internal Audit Charter 2020.	
<b>11</b>	<b>Draft Internal Audit Work Programme 2020/21</b>	166 - 171
	To consider the report on the Draft Internal Audit Work Programme 2020/21.	
<b>12</b>	<b>Counter Fraud &amp; Corruption Work and Annual Fraud Plan</b>	172 - 177

To consider the report on the Counter Fraud and Corruption Work and Annual Fraud Plan.

**13 Quarter 3 2019/20 KPI & PI Report** 178 - 197

To consider the report on Quarter 3 2019/20 KPI and PI report.

**14 Waste Management Performance Indicators** 198 - 202

To consider the report on Waste Management Performance Indicators.

**15 2020/21 Performance Indicator Target Setting** 203 - 216

To consider the report on 2020/21 Performance Indicator Target Setting.

**16 2019/20 Corporate Risk Register Update** 217 - 233

To consider the report on the 2019/20 Corporate Risk Register Update.

**17 Governance, Audit and Performance Committee Annual Report** 234 - 238

To consider the Governance, Audit and Performance Committee Annual Report.

## **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk). For background papers in relation to this meeting please contact [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk) or phone 01799 510548/369.

Members of the public and representatives of parish and town councils are permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting.

The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

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#### **For information about this meeting please contact Democratic Services**

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Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

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