



Public Document Pack

Uttlesford District Council

Chief Executive: Dawn French

Governance, Audit and Performance Committee Remote Meeting

Date: Thursday, 22nd October, 2020

Time: 7.00 pm

Venue: Zoom - <https://zoom.us/>

Chairman: Councillor E Oliver

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

Substitutes: Councillors H Asker, S Barker, M Caton, C Criscione, M Sutton and M Tayler

Public Speaking

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Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, or to attend the meeting over Zoom to read out their questions or statement themselves.

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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.

2	Minutes of the Previous Meeting	4 - 7
	To consider the minutes of the previous meeting.	
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	To consider the Internal Audit Future Service Provision.	
4	EU Exit	10 - 20
	To consider the Exit from the European Union (EU) report.	
5	Local Government Ombudsman Report 2019/20	21 - 29
	To receive the Local Government Ombudsman Report 2019/20.	
6	District-wide Community Governance Review of Parish Councils	30 - 34
	To consider the District-wide Community Governance Review of Parish Councils.	
7	Armed Forces Covenant Trust Grant in respect of Debden Village Hall	35 - 37
	To consider the Armed Forces Covenant Trust Grant in respect of Debden Village Hall.	

REMOTE MEETINGS AND THE PUBLIC

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Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

Agenda Item 2

GOVERNANCE, AUDIT AND PERFORMANCE COMMITTEE held at ZOOM on THURSDAY, 10 SEPTEMBER 2020 at 7.00 pm

Present: Councillor E Oliver (Chair)
Councillors G Bagnall, G Driscoll (Vice-Chair), M Foley, A Khan and S Luck

Officers in attendance: R Auty (Assistant Director - Corporate Services), S Bronson (Audit Manager), T Falconer (Data Protection Officer), C Gibson (Democratic Services Officer), O Knight (PFI and Performance Officer) and A Webb (Director - Finance and Corporate Services).

GAP8 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Isham and DeVries.

GAP9 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 2 June 2020 were approved and would be signed by the Chair as a correct record at the next opportunity.

GAP10 INTERNAL AUDIT PROGRESS REPORT, 16 MAY TO 31 AUGUST 2020

The Audit Manager gave a summary of the report, which detailed work undertaken by Internal Audit since the last report to the Committee on 2 June 2020 and provided an update on implemented and outstanding audit recommendations.

She said that very little internal audit work had taken place after the end of May as the Internal Audit Team had been providing support to the Revenues and Benefits Service. She said that two level 3 recommendations had been implemented during this period and that Internal Audit work had recommenced from 1 September 2020.

The Chair noted the report.

GAP11 INTERNAL AUDIT STRATEGY AND WORK PROGRAMME 2020/21

The Audit Manager gave a summary of the report, which detailed the proposed Internal Audit Strategy and Work Programme for 2020/21.

She said that these documents were being presented later than usual because of staff redeployments. She said that the draft Internal Audit Programme in March had anticipated 300 available days but that this figure had been revised to 185 days. The scope of audit work had been reviewed and updated to take into

consideration new and emerging risks, including Covid-19 Emergency risks. The Audit Manager outlined the risk assessment processes used to compile the 2020/21 Internal Audit Work Programme and specifically referred to the Control Risks Self-Assessments sent to all managers and the use of the Corporate Risk Register. She indicated that the majority of audit assignments would be Audit Reviews targeting the Covid- 19 potential risks that had been identified.

Members were made aware that the Audit Manager was leaving the Council on 6 November 2020. Some concerns were expressed about the affect that this could have on levels of risk without leadership of the Audit Team. The Director - Finance and Corporate Services said that the Internal Audit Service were currently reporting to him and that he was looking at options regarding future delivery of the function, including possible partnership opportunities. He agreed to keep the Committee informed on this matter.

Councillor Bagnall asked who audited the internal auditor. The Director – Finance and Corporate Services confirmed this was the responsibility of the external auditor.

Councillor Luck highlighted the possible significance of a no deal EU exit and the risk effects from an Internal Audit viewpoint.

The Director – Finance and Corporate Services said that an update on the future provision of the Internal Audit function would be given at the next meeting.

Members approved the Internal Audit Strategy and Work Programme 2020/21. There was no dissent to the recommendation.

GAP12 INFORMATION GOVERNANCE ANNUAL REPORT

The Data Protection Officer gave a summary of the report, which provided assurance with regards to Data Protection and Information Governance matters that existed within the Council as of May 2020. He said that positive steps had been taken by the Council following the introduction of the new Data Protection Act 2018 and the Guide to the General Data Protection Regulation (GDPR) to improve the management of Information Governance issues throughout the Council and to promote better awareness of data protection issues to staff. He indicated that the annual report provided evidence as to the progress made each year as well as identifying specific areas for improvements. The report that had been approved by Corporate Management Team (CMT) in May 2020 had included 12 recommendations, some of which had already been implemented.

Councillor Khan asked how service heads were being held accountable.

The Data Protection Officer said that the CMT approved recommendations included Service managers taking ownership of FOI's requests within their areas, the nominations of FOI liaison officers to work alongside the FOI team as well as training being provided by the Data Protection Officer.

In response to various questions from Members, the Data Protection Officer summarised the processes in place to monitor Freedom of Information (FOI) requests and that this information was recorded in a register. He explained that recording and sending out FOI requests was time consuming but that there were very few malicious and vexatious requests.

Councillor Bagnall asked to see all 12 recommendations that had originally been made to CMT.

The Data Protection Officer agreed to circulate this information to Members.

Councillor Driscoll asked for further information in respect of the Table in Paragraph 6.4 of the Appendix that detailed 70% of responses being made within 20 days, 10% in more than 20 days and 20% with no response.

The Data Protection Officer said there were no general patterns but that some service areas were very busy. He would be looking in more detail to see if there were patterns when the results for the next quarter were published.

The Director – Finance and Corporate Services said that as part of the FOI process the public had been warned that responses to requests might take longer due to the Covid- 19 pandemic.

The Chair noted the report.

GAP13 COVID 19 PERFORMANCE INDICATOR REPORT 3

The PFI and Performance Officer gave a summary of the report, which provided the outturn for all Covid- 19 performance indicators for the period 6 July to 9 August 2020. He said that despite continuing pressures imposed on service delivery due to the Covid- 19 pandemic, the data outturns highlighted that services continued to perform well and was broadly similar to last year.

He specifically drew Paragraph 18 of the report to the attention of Members that detailed five particular issues to note.

Councillor Foley asked how the Pay and Display indicators compared to other authorities.

The PFI and Performance Officer said that he would obtain data from the North Essex Parking Partnership and would bring it back to the Committee.

Councillor Khan said that he recognised these were not normal times and that the Council should look at targets for recovery. He suggested monitoring FOI information from a governance perspective.

The PFI and Performance Officer said that he recognised the time lag between the collection and publication of local and national data. He said that in future Essex CCC should be in a position to gather more current data.

The Chair noted the performance of services during the COVID- 19 pandemic as per the recommendation.

ANY OTHER BUSINESS (AOB)

In response to a question from Councillor Khan, the Chair said that AOB was not on the agenda but on this occasion he would take Councillor Khan's question. Councillor Khan raised the issue of the Annual Accounts being brought to the Committee's October meeting and specifically referred to his understanding that the £240,000 Debden Village Hall loan or grant from the MOD or the Army that had been passed on by the Council would appear as a liability in the accounts. He asked the Director – Finance and Corporate Services to arrange for a report to be submitted to the Committee that set out the history of the grant and considered the risks to the Council relating to the grant as well as considering lessons learned.

The Director – Finance and Corporate Services said that a report would be provided at the next meeting and that it would be issued ten days in advance of the meeting and not 'to follow' or tabled on the night.

The Committee thanked the Audit Manager for her efforts and wished her well in the future

The meeting closed at 7:50pm

Agenda Item 3

Committee: Governance, Audit and Performance

Date:

Title: Internal Audit Future Service Provision

Thursday, 22
October 2020

Report Author: Adrian Webb, Director - Finance and Corporate Services

awebb@uttlesford.gov.uk

Tel: 01799 510421

Summary

1. This report sets out the current position in respect of the future provision of the Internal Audit Service.

Recommendations

2. That the report is noted.

Financial Implications

3. It is the intention that as far as possible the cost of an interim solution will be met from the existing budget.

Background Papers

None

Situation

4. In September 2020, the Audit Manager formally gave notice of their intention to retire as from the end of the first week of November 2020.
5. The current service consists of a full-time audit manager, a full time auditor and a part-time auditor, who works three days per week.
6. Two main options were considered for the future of the service
 - a. Recruit a like for like replacement – recruiting for this type of role has historically been difficult and takes a lengthy period of time
 - b. Enter into a partnership with another council – it was felt that there would be potential partners in Essex
7. Through the Essex Audit Officers Group, a request for interested parties was made. Three expressions were received;
 - a. Broxbourne, Harlow and Epping partnership

- b. Basildon and Rochford partnership
 - c. Chelmsford City Council
8. Zoom discussions have taken place, with each party being requested to submit a costed proposal by 23 October 2020, a verbal update on progress will be given at the meeting.
 9. It is likely that rather than enter a partnership from day one, there will be an interim arrangement, whereby the preferred party takes on a management role, probably lasting until the end of March 2021. If both parties are happy with the working arrangement, it will then evolve into a formal partnership from 1 April 2021.
 10. A final decision on the preferred partner, and the initial delivery mechanism, will be taken by the end of October.

Agenda Item 4

Committee: Governance, Audit and Performance Committee

Date:
22 October 2020

Title: EU Exit

Report Author: Richard Auty
Assistant Director – Corporate Services

Summary

1. At the last meeting of the Governance, Audit and Performance Committee, information was requested on the potential issues and risks facing the council with regard to the end of the EU Exit transition period.
2. This report explains the key areas of council work that could be affected.

Recommendations

3. None

Financial Implications

4. The Council received grant funding for both the general implications of EU Exit and specific implications of airport-related matters. This funding of £513,000 is held in a reserve.

Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 6.

Communication/Consultation	The Council is an active member of various local and regional groups and subscribes to important sources of data in order to ensure it keeps abreast of changes relating to EU Exit and the end of the transition period
Community Safety	None
Equalities	None
Health and Safety	None

Human Rights/Legal Implications	There are legal implications for the council relating to the end of the transition period as explained in this report
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	There is a likely impact on wprkl;o0ad in some key areas as a result of the end of the transition period, as explained in this report

Situation

7. This report has been compiled in the main from information already sent to councillors and in consultation with managers across the authority whose services may be impacted by the end of the transition period on 31 December 2020. The council's lead officer for EU Exit is Roz Millership, Assistant Director – Housing Health and Communities.
8. Uttlesford District Council is a member of the Essex Resilience Forum (ERF), through which pan-Essex issues relating to EU Exit are discussed. The Council's Chief Executive sits on the ERF Board as the district council lead chief executive.
9. The Council has been giving consideration to the issue of EU Exit since Summer 2018, initially focusing in issues arising in connection with the importation of foods of animal origin through the Border Control Point (BCP) at Stansted Airport. It is here that, should any disruption be experienced, the most serious impacts will occur. There is more detail about this area of work later in this report.
10. The Council took a conscious decision not to evaluate the risk relating to the impact on the economy, in the main because there have been a range of predictions but more fundamentally there is little the Council can do to mitigate the risk; such mitigation sits at national government level and so is out of the Council's control.
11. The Council has therefore focused its efforts on its services and actions to support the community and businesses where possible.
12. The activities that take place at the airport have been a major focus, both in terms of preparing for changes under a deal and for managing a no-deal situation.
13. Other areas of council work which will be impacted by the end of the transition period are mainly around regulatory functions such as procurement and data management.

14. There is an additional complicating factor posed by the Covid-19 pandemic which has understandably taken national and local focus away from the impending end of the transition period. This has, and continues to, create pressure and resourcing issues in the Council.

Imported Food/Border Control Point

15. Uttlesford District Council in its role as a Port Health Authority carries out checks on food and feed consignments in order to:

- ensure that only products that are safe to eat enter the food chain
- safeguard animal and public health
- check compliance with European Union rules (soon to be UK rules) and international trading standards

16. The Council is responsible for monitoring all food imports but will not physically check everything; some checks will be restricted to documentary only. More detailed import checks can be carried out on any food products from non-EU countries ('third countries'), if they are declared as high risk at an EU/UK level. Port health authorities must be notified in advance of the arrival of such goods.

17. Checks are undertaken on two broad groups of products, those of animal origin (POAO) which include meat, dairy products, fish, honey, gelatine and research products such as blood, and food not of animal origin (FNAO). A number of these latter products, such as peanuts and spices, have been identified as presenting a particular risk to public health. Some products may be banned altogether or subject to special controls, such as green beans from Kenya. Such products can only enter the UK through specific ports and airports including Stansted which is approved as a designated point of entry. The imported food team also carries out checks on imports of organic produce.

18. The current Government plans detail changes at the border from January 2021 will be kept to a minimum until April 2021 when the requirement for pre-notification and health documentation will be extended to all products of animal origin (POAO) and all regulated plants and plant products. Initially any documentary checks will take place remotely. Any physical checks on EU goods between January and July will be carried out at destination or at authorised premises. Full control being undertaken at BCPs will be implemented from 1 July 2021.

19. The imported food team is not dedicated and is resourced from within the wider Environmental Health Commercial team, using officers who have developed an expertise in this field. The team comprises a Senior Technical Officer/ Graduate Environmental Health Officer (the lead officer), a Technical Officer and a part time Administrative Officer. This team is supported by a contracted port veterinary officer. Additional support is available from a trainee technical officer (currently working to complete her professional training). The team is managed by the Environmental Health Manager (Commercial).

20. Currently the resources are adequate to meet demand but as the full impact of EU exit is still unknown and the information flow and engagement requirements is rapidly increasing, the Council has applied for funding from the

Government to secure an additional part time officer, holding sufficient food competencies. This funding is initially up until 31 March 2021 and the officer will be supporting the Council's continued EU exit planning. Further resource may need to be added when the full impact is known.

21. There is a known risk in that there is currently a national shortage of Environmental Health Officers/food inspection competent officers, which would present a natural barrier to undertaking additional checks if they are required in significant volume at Stansted Airport after July 2021. This matter is recognised nationally and the Food Standards Agency is currently reviewing expectations in terms of recognised qualifications and experience.
22. Maintaining existing resilience is of paramount importance especially in the times of Covid-19 and its associated uncertainty and potential to remove resource. As a consequence, the team is currently practising effective social distancing and not all members are located within the same workplace. These precautions will remain in place for the foreseeable future. Additionally the Council is currently looking to secure further veterinary cover by engaging, through the existing contracted vet, an additional officer who will be available to cover the role if required. This recognises that we may not be able to pull upon our existing veterinary officer pool of cover if national demand is, particularly at the sea ports, high. The BCP will be unable to operate with regard to clearing Products of Animal Origin (POAO) without veterinary officer presence.

Predictions on demand at the Border Control Point (BCP)

23. Stansted has been identified as having the third highest EU inbound air freight volumes in the UK, although this figure includes all inbound freight, not just food products. Government figures show around 120 known food related consignments per year originating from the EU being imported into the UK through Stansted. This figure is probably an underestimate as currently there is free movement and no requirement to maintain records. If this level were to remain then the impact on the BCP will be minimal but it is currently impossible to predict if this will be the case. The imported food team will therefore continue to work with the Stansted Airport-based agents to monitor any likely increasing trends in throughput and maintain flexibility in staffing resilience. Engagement with national information forums will also continue.
24. Stansted may also see increases in HMRC checking which could have a knock on effect for turnaround. The UK government, while promoting the three phased introduction to UK controls, is unable in the case of a no deal scenario to influence what controls the EU may wish to apply within its member states. Any increased checking by them may impact upon Stansted by causing delays in turnaround of flights and backlogging, although this is thought to be of much lesser impact risk at Stansted than that facing the sea ports.

Information gathering and dissemination

25. The imported food team continues to actively engage with the Border Steering groups, other Government agencies including DEFRA, the Animal and Plant

Health Agency, Trading Standards and the FSA, the Local Emergency Planning Forum and other stakeholders. We will continue to have regard to the current border operating model and the 2025 long term border strategy.

26. Local liaison and support will continue and the team will continue to work closely with the imported food Agents and carriers. Local business is well supported by the Government website <https://www.gov.uk/transition> and both the imported food team and the wider Environmental Health Team will continue to signpost to information as applicable.

Stansted Border Control Point (BCP) infrastructure

27. The existing BCP is not owned by the Council, but rather by a business consortium and the land upon which it sits is owned by Manchester Airports Group (MAG). The facilities are also shared with a live animal BCP not operated by the Council. This presents some limitations as to how much influence the Council can have regarding physical expansion should it be required. We have notified the owning parties of grant monies potentially available from Government and remain committed to support any such application. We will also keep ourselves informed of any traffic management plans impacting on the local area and as drawn up by MAG (within the airport curtilage) and the Highways Agency.
28. Where the Council can act it has done so and is in the process of ensuring that the IT hardware, internet connectivity and bandwidth provides sufficient capacity to meet increased demand. A new pump truck has been provided to facilitate the movement and inspection of heavy weight consignments at the facility and the Council continues to work with the BCP operators and the FSA to ensure that Stansted BCP meets all existing and any new statutory requirements.

Supporting the potential additional volumes of export certificates

29. Currently the Council only provides these to a limited number of companies exporting to non EU countries. As no certification has been required for products being exported into the EU we may see an increase in demand, however this is unlikely to be high and contact has been made with our local manufacturers to signpost them to Government advice. The team will be supported in necessary training as it becomes available.

Supporting the creation of Catch certificates for fish exports and the checking of these certificates for imports.

30. There will likely be an expansion of the import/export catch certificate system used for the fish trade. As an ambient BCP it is unlikely we will see a significant increase in fresh fish and/or fishery product throughput but should it occur we will have a responsibility to check certification. Appropriate training on this requirement has been undertaken by the senior technical officer and cascade training will take place as appropriate.

Existing and new software packages to facilitate imported food checking

31. Stansted airport, like all BCPs across the EU, work on the TRACES and TRACES NT systems to apply the required imported food controls. The TRACES system allows for data sharing which facilitates clearance and is of particular significance in identifying products that have failed official controls.
32. As the UK has left the EU, irrespective of a deal or no deal, we will lose access to the TRACES and TRACES NT systems and the ability to share information within it. The UK Government has been working on a replacement system known as “Import of products, animals, food and feed system” (IPAFFS). The roll out of IPAFFS has been subject to significant delay but Council imported food officers have engaged in the testing process. The system was due to go live in September but this has been postponed until January 2021.
33. The Council will ensure that adequate numbers of its staff are available for the continued training and will if necessary continue to signpost sessions to the importing agents at Stansted, reinforcing any DEFRA contacts. It is essential that agents take responsibility as Council officers will not be in a position to offer training support.
34. As IPAFFS has yet to be fully implemented it is currently not possible to state how effective it will be. Officers that currently work with TRACES and TRACES NT are sufficiently trained and competent to a level that allows compliant goods to be processed for a rapid turnaround and have the back up of a manual system. A similar manual back up will be put in place for IPAFFS when it is possible to do so.

Summary

35. The Council has considered potential implications of a no deal scenario for the following areas. All areas remain under review:
 - The introduction of new checking requirements for imported goods of both animal and non-animal origin both on UK and EU side of the borders
 - The introduction of new checking requirements for transiting products of both animal and non-animal origin.
 - Supporting the creation of Catch certificates for fish exports and the checking of these certificates for imports.
 - Preparing for the loss of TRACES/TRACES NT and the introduction of replacement systems IPAFF supported by manual back up.
 - Preparing for the potential loss of effective information exchange including loss of access to the Rapid Alert System (RASFF) New UK system should replace this.
 - How best we can manage existing staff resource and provide for extra resilience should it be required and as the imported food team is not

dedicated but drawn from the wider Environmental Health team how robust our wider Environmental Health service would remain.

- Providing effective and up to date signposting to local businesses using web pages and social media and proactively contacting our approved premises to allow them to highlight any concerns.
- Looking to establish effective portal veterinary officer cover for absence periods and to have effective succession planning in place.
- Supporting any infrastructure improvements that may become necessary
- Maintaining effective communication links with all partner agencies and Government Border planning groups.

Procurement

36. No changes are currently planned to the way in which Procurement is undertaken, with the principles of transparency and equal treatment remaining central to the Council's approach.
37. As a "Contracting Authority", Uttlesford District Council is bound by The Public Contracts Regulations 2015 (as amended) which implement Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement. This Directive establishes rules on the procedures for procurement by contracting authorities with respect to public contracts.
38. Procurement within the meaning of this Directive is the acquisition by means of a public contract of works, supplies or services by one or more contracting authorities from economic operators chosen by those contracting authorities, whether or not the works, supplies or services are intended for a public purpose.
39. The UK Legislation will remain in place after the transition period and the Cabinet Office has advised no changes are currently planned to the way in which Procurement is undertaken, with the principles of transparency and equal treatment remaining central to all public sector procurement
40. In practice there will be some amendments to processes:
- The monetary threshold for tendering contracts in accordance with Part 2 of the Regulations will remain as they are, but the Euro/GBP exchange rate will be set by the Cabinet Office rather than the EU Parliament. The current thresholds are not due to change until January 2022
 - The websites for publication of Notices (advertising tenders and contract awards as required by the legislation) will change. On 24 April 2020 we were advised that from 1 January 2021 a new e-notification service called Find a Tender will be used to post and view public sector procurement notices. Any suppliers registered on the previous software ("Contracts Finder") will automatically transfer. The Council's Web and

Economic Development teams have already been advised and are ready to update information to prospective suppliers and contractors.

41. No significant disruption to procurement of contracts is anticipated.
42. The Procurement Manager subscribes to several sources of information, including the Cabinet Office and Central Government, ensuring the Council remains informed.
43. Outside of the direct control of Procurement, senior managers are being encouraged to:
 - Consider the impact of anticipated disruption to their supply chains on the delivery of their services. There is coverage in the media of expected delays at ports for both the import and export of goods and the government have published a document setting out their “reasonable worst case scenario”
 - Liaise with providers to ensure plans are in place through their usual business continuity planning processes
 - Monitor changes to legislation and be mindful of any impact to both existing and new contracts.

Data Governance

44. As a “controller” of personal data, Uttlesford District Council is currently bound by two laws:
 - The EU General Data Protection Regulations (GDPR)
 - The Data Protection Act 2018 (DPA)
45. Both laws continue to apply until the end of the transition period. From January 2021 when the transition period ends the EU GDPR will no longer apply directly in the UK. However, we must still continue to comply with its requirements after this point because the DPA 2018 enacted the EU GDPR requirements into UK law, and the UK Government has issued a statutory instrument “The Data Protection Privacy and Electronic Communications (Amendments etc) (EU Exit) regulations 2019” which amends the DPA 2018 and merges it with the requirements of the EU GDPR to form a data protection regime that will work in the UK context after Brexit. This new regime will be known as UK GDPR.
46. There is very little difference between the EU GDPR and the proposed UK GDPR so post transition we will be required to continue to process personal data securely and in the same way as before, only under the new requirements of the new UK GDPR.

International Data Transfers

47. The Council does not routinely send personal data overseas; however the following is worthy of note in the event that some services are using off site processing systems with companies whose servers are located outside the UK (see also ICT section below).
48. Now that the UK it is no longer an EU member state the UK has been reclassified as a third country. This shouldn't make any difference to the Council until the end of the transition period.
49. Presently under EU GDPR, the transfer of personal data from the EEA to third countries and international organisations is permitted only in certain circumstances:
- If the European Commission has issued an adequacy decision, stating that there is an adequate level of data protection
 - If appropriate safeguards are in place such as Binding Corporate rules (BCRs) or Standard Contractual Clauses (SCCs)
50. Based on the approved codes of conduct no such code has yet been agreed for transfer from the EEA to the UK as yet and no adequacy decision in respect of the UK has yet been issued.
51. After the transition period the Council will have to consider the risks of engaging partner agencies or organisations whose servers are located outside the UK as this could result in data which we supply to them would not be available to us as the adequacy rules would prevent EU based organisations from being able to send data back to the Council in the UK.
52. In order to mitigate this risk, each service area is required to complete an annual review of their record of processing activity (ROPA). This document plots how each service area processes data and includes details of which organisations we may share data with. We have already sought assurances from companies whose servers are located outside the UK that they will move their location of their servers back within the UK. This situation only presently affects a very small number of specific areas (see below) but will nevertheless be revisited in November this year when the ROPA reviews are required.

ICT

53. In preparation for EU Exit the Council reviewed the physical locations of its hosted ICT providers that hold our data or provide an ICT service for us. All but three are based in the UK and of these three systems two are minor communication and survey providers and any change will cause minimal disruption.
54. The third is held in within the EU Amazon Web Services solution and is part of a joint collaboration between neighbouring councils. Work has commenced by the supplier to move this to the UK Amazon Web Service environment. Uttlesford's ICT team has no involvement with this solution.
55. ICT security will always remain extremely important. National guidance and advice is of a high standard= and the Council is connected to a number of centralised and local alert and news channels including the Cyber Security

Information Sharing Partnership and the Network Early Warning Service. The Council receives monthly cyber newsletters from the Local Government Association and monitors the National Cyber Security Centre website for information.

56. The Council uses a number of UK-based hardware suppliers for its ICT equipment and peripherals, limiting the reliance on a single vendor. It is anticipated that there may be some increase in costs of items depending on what trade agreements are, or are not, in place. The Council retains a small stockpile of equipment to cover for a number of months for any normal breakages or faults. If items become hard to source following this, current equipment can be reallocated to areas of greater need/importance. Earlier this year the Council replaced all end-user PCs across the entire authority with new laptops; these will typically have a life span of around five years. This removes the requirement of any large scale purchases of devices if national stock levels or supply chains become affected.

Other Services

57. Although the biggest outward-facing impact on the Council from the end of the transition period is the port health function, and internally the issues mainly relate to legal and regulatory functions as set out in this report, here are other ways in which it may affect the Council's work. Examples of these include:
58. Changes in immigration status for some European nationals will need to be taken into account when assessing eligibility for homelessness services or housing register applications. Staff already receive regular updates and training on changes to legislation and have access to specialist advice when required.
59. Currently the Council adheres to EU regulation for online payments. When the transition period ends the Government could decide to move away from this regulation which may require some work to ensure compliancy.
60. Some images and logos on the Council's website have been procured under copyright-free licences. The terms of these licences may change, especially if the original licence holder is still based in the EU, meaning the Council could be in breach of copyright law. Work is being undertaken to check all images and logos on the council's website and subsites to ensure that any licence agreements or restrictions permit usage after the EU formally leaves the EU zone. Any images and logos which do not meet these criteria or cannot be identified as meeting these criteria will be replaced or removed.
61. The Council has done a considerable amount of work to ensure it meets EU accessibility law on government websites. After the end of the transition period, the UK Government could look to change this. At best this may mean more time spent adhering to a new set of rules; at worst there may be a financial impact on ensuring compliancy under new rules. In addition, some of the Council's suppliers could be deemed non-compliant, thus preventing re-procurement or limiting the number of potential suppliers in the marketplace.

Risk Analysis

62.

Risk	Likelihood	Impact	Mitigating actions
If the Council does not effectively prepare for the end of the transition period there could be significant business disruption in some areas	3 – while uncertainty still exists around impacts relating to EU Exit, the council is putting in place mitigation where it can	2 – there is still the potential for disruption but this will be minimised as much as possible	<p>Planning commenced two years ago with regard to the impact of EU Exit on the council.</p> <p>Preparatory work as set out in this report will lessen any impact</p> <p>Staff in key areas ensure they keep abreast of latest information and discuss matters with colleagues in other authorities</p>

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: Governance, Audit and Performance Committee
Title: Local Government Ombudsman Report 2019/20
Report Author: Dawn French, Chief Executive
dfrench@uttlesford.gov.uk
Tel: 01799 510400

Date:
Thursday, 22 October 2020

Summary

1. The annual review letter has been received from the Local Government Ombudsman summarising the complaints relating to the Council's services dealt with by the Ombudsman's office for the year ended 31 March 2020.
2. This report also details the complaints and compliments received by the council in the same period.

Recommendations

3. To note the contents of the Ombudsman's annual review letter and the position with regards to complaints and compliments for the year ended 31 March 2020.

Financial Implications

4. In last year's report relating to 2018/19, two cases were highlighted that would appear in the Ombudsman Annual Review 2019/20 letter where the Council had been found at fault and was required to apologise and pay compensation. Both cases related to the Planning Service and were the result of incorrect advice to the complainants. These are included in this year's letter and resulted in the council paying a total of £7034 in compensation.

Background Papers

5. The papers referred to by the author in the preparation of this report are mentioned in the body of the report and are already published.

Impact

- 6.

Communication/Consultation	Review reports are published on the Council's and the Ombudsman's websites
Community Safety	N/A

Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	Residents and users of the Council's services are able to complain to the Ombudsman about the handling of complaints where the complainant is dissatisfied with the service or response received, within time limits
Sustainability	N/A
Ward-specific impacts	All wards
Workforce/Workplace	N/A

Situation

7. The Council's annual review letter has been received from the Local Government Ombudsman and is attached at Appendix A. It lists four complaints received.
8. All four complaints were closed after initial enquiries. Two of the cases were closed because the complainants had the use and availability of appeal rights and therefore fell outside the jurisdiction of the Ombudsman. The investigator determined that in the other two cases the alleged maladministration/service failure was unwarranted.
9. This is a typical pattern of complaint investigation by the Ombudsman and there is nothing particularly unusual or that stands out. The previous review letter for 2018/19 reported on 9 complaints of which four were closed after initial enquiries; two of which were closed because the complaints were submitted late. Three complaints were determined as not upheld with no fault found against the Council. Two complaints were referred back to the Council as they were considered premature and went through the Council's internal complaints procedure.
10. In relation to the 19/20 report, there were two cases where the Council was found at fault and was required to apologise and pay compensation; these were received by the Ombudsman in 2018/19 but decided in 2019/20. Below is a summary, which is publically available on the Ombudsman's website:
 - a. The Council wrongly told Ms B her property was curtilage listed. Ms B complained that this meant she applied for planning permission and listed building consent for work to the property which were unnecessary. She said she had incurred costs in carrying out work the Council required because of the listed status. And that building works to the property were limited and altered to meet the requirements of the listed status. The Council was required to pay Ms B £6734 and write to

her, within one month of the final decision, confirming that planning enforcement action would not be taken against the fence and gates.

- b. The Council failed to provide the complainant with a timely and clear confirmation he had complied with a planning condition on his planning permission. This caused him unnecessary stress and anxiety and time and trouble in pursuing these matters for 10 months. The Council had agreed an increased financial remedy and paid Mr X a further £200, in addition to the £100 already paid, a total remedy of £300.

11. The Ombudsman was satisfied the Council had successfully implemented their recommendations and remedies in both cases.
12. The Ombudsman holds bi-annual link officer seminars and the Council's link officer attended the event which focused on maximising the impact of complaints, making sure the right person is involved with complaints at the right time, and how to overcome common challenges.
13. Attached at Appendix B is a summary of complaints received by the Council during the 2019/20 period to enable a contrast to be drawn between the number of overall complaints referred for internal investigation and the number then referred onwards for investigation by the Ombudsman.
14. These complaints are reviewed quarterly by the Council's Corporate Management Team in order to share any lessons learnt. In general these are small in number and make it difficult to identify trends.
15. It is acknowledged that the number recorded as 'complaints' does not represent the genuine level of complaints received by the Council. Issues of dissatisfaction raised directly with service are often apologised for and resolved without being formally recorded. Therefore it is reasonable to assume the recorded complaints reflect 'stage 2' complaints where the matter has been escalated to a senior service manager.
16. Similarly the level of recorded compliments will be an under representation of the numerous occasions residents and customers recognise the excellent work of our staff.
17. Compliments are also reviewed and shared at the regular staff briefings, where examples of staff 'going the extra mile' are showcased and staff more publicly recognised.

Risk Analysis

18.

Risk	Likelihood	Impact	Mitigating actions
1 – full investigation of complaints referred to the	2 – in cases where fault has been found it might	2 – where a change of process is required to meet	As recommended by the Ombudsman – sometimes a review of internal practices

Ombudsman is always undertaken	be necessary to provide a remedy to satisfy the complainant and in some cases changes to internal procedures followed by service areas	a recommendation from the Ombudsman it may have some impact on service provision	may be required if significant failings in service provision are identified
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1 = Little or no risk or impact

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4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Local Government & Social Care OMBUDSMAN

22 July 2020

By email

Ms French
Chief Executive
Uttlesford District Council

Dear Ms French

Annual Review letter 2020

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2020. Given the exceptional pressures under which local authorities have been working over recent months, I thought carefully about whether it was still appropriate to send you this annual update. However, now, more than ever, I believe that it is essential that the public experience of local services is at the heart of our thinking. So, I hope that this feedback, which provides unique insight into the lived experience of your Council's services, will be useful as you continue to deal with the current situation and plan for the future.

Complaint statistics

This year, we continue to place our focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have made several changes over recent years to improve the data we capture and report. We focus our statistics on these three key areas:

Complaints upheld - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated. A focus on how often things go wrong, rather than simple volumes of complaints provides a clearer indicator of performance.

Compliance with recommendations - We recommend ways for authorities to put things right when faults have caused injustice. Our recommendations try to put people back in the position they were before the fault and we monitor authorities to ensure they comply with our recommendations. Failure to comply with our recommendations is rare. An authority with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.

Satisfactory remedies provided by the authority - We want to encourage the early resolution of complaints and to credit authorities that have a positive and open approach to

resolving complaints. We recognise cases where an authority has taken steps to put things right before the complaint came to us. The authority upheld the complaint and we agreed with how it offered to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

This data will be uploaded to our interactive map, [Your council's performance](#), along with a copy of this letter on 29 July 2020, and our Review of Local Government Complaints. For further information on how to interpret our statistics, please visit our [website](#).

Resources to help you get it right

There are a range of resources available that can support you to place the learning from complaints, about your authority and others, at the heart of your system of corporate governance. [Your council's performance](#) launched last year and puts our data and information about councils in one place. Again, the emphasis is on learning, not numbers. You can find the decisions we have made, public reports we have issued, and the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

I would encourage you to share the tool with colleagues and elected members; the information can provide valuable insights into service areas, early warning signs of problems and is a key source of information for governance, audit, risk and scrutiny functions.

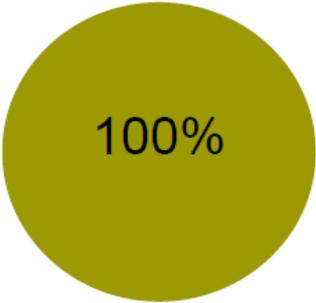
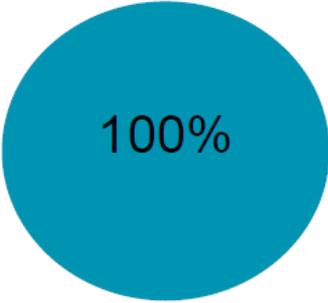
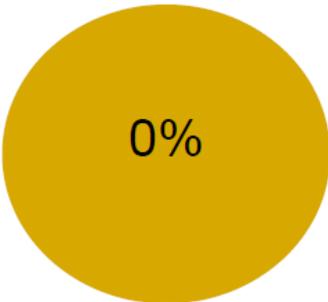
Earlier this year, we held our link officer seminars in London, Bristol, Leeds and Birmingham. Attended by 178 delegates from 143 local authorities, we focused on maximising the impact of complaints, making sure the right person is involved with complaints at the right time, and how to overcome common challenges.

We have a well-established and successful training programme supporting local authorities and independent care providers to help improve local complaint handling. During the year, we delivered 118 courses, training more than 1,400 people. This is 47 more courses than we delivered last year and included more training to adult social care providers than ever before. To find out more visit www.lgo.org.uk/training.

Yours sincerely,



Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Complaints upheld		
	<p>100% of complaints we investigated were upheld.</p> <p>This compares to an average of 45% in similar authorities.</p>	<p>2 upheld decisions</p> <p>Statistics are based on a total of 2 detailed investigations for the period between 1 April 2019 to 31 March 2020</p>
Compliance with Ombudsman recommendations		
	<p>In 100% of cases we were satisfied the authority had successfully implemented our recommendations.</p> <p>This compares to an average of 99% in similar authorities.</p>	<p>Statistics are based on a total of 2 compliance outcomes for the period between 1 April 2019 to 31 March 2020</p>
<ul style="list-style-type: none">Failure to comply with our recommendations is rare. An authority with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.		
Satisfactory remedies provided by the authority		
	<p>In 0% of upheld cases we found the authority had provided a satisfactory remedy before the complaint reached the Ombudsman.</p> <p>This compares to an average of 20% in similar authorities.</p>	<p>0 satisfactory remedy decisions</p> <p>Statistics are based on a total of 2 detailed investigations for the period between 1 April 2019 to 31 March 2020</p>

Reference	Authority	Category	Decided	Decision	Decision Reason
18012476	Uttlesford District Council	Planning & Development	19/06/19	Upheld	mal & inj
18015030	Uttlesford District Council	Planning & Development	06/11/19	Upheld	mal no inj
19003303	Uttlesford District Council	Planning & Development	17/07/19	Closed after initial enquiries	26(6)(b) appeal to Minister
19012352	Uttlesford District Council	Housing	30/03/20	Closed after initial enquiries	26(6)(b) appeal to Minister
19013882	Uttlesford District Council	Corporate & Other Services	23/01/20	Closed after initial enquiries	Not warranted by alleged mal/service failure
19018336	Uttlesford District Council	Planning & Development	11/03/20	Closed after initial enquiries	Not warranted by alleged mal/service failure

Appendix B

2019/20 COMPLAINTS	Q1 Total Complaints	Number upheld	Q2 Total Complaints	Number upheld	Q3 Total Complaints	Number upheld	Q4 Total Complaints	Number upheld
Benefits	1	1	4	1	0	0	0	0
Corporate Services	0	0	0	0	0	0	0	0
Council Tax & Recovery	1	0	3	1	1	0	0	0
Electoral Services	0	0	0	0	0	0	0	0
Environmental Health	1	0	0	0	2	0	1	0
Housing	9	1	11	1	7	2	1	0
Legal	0	0	0	0	0	0	1	0
Planning	16	3	10	0	5	0	16	1
Environmental Services	3	1	8	3	4	1	1	0
	31	6	36	6	19	3	20	1

2019/20 COMPLIMENTS	Q1	Q2	Q3	Q4
Benefits	0	0	0	0
Corporate Services	0	1	1	0
Council Tax & Recovery	0	0	0	1
Electoral Services	0	0	0	0
Environmental Health	0	1	0	0
Housing	15	15	0	4
Legal	0	0	0	2
Planning	0	1	0	0
Environmental Services	0	6	3	5
	15	24	4	12

Agenda Item 6

Committee: Governance Audit and Performance Committee

Date:
Thursday,
22 October 2020

Title: Community Governance Review 2021

Report Author: Phil Hardy, Electoral Services Manager
phardy@uttlesford.gov.uk

Summary

1. There is a need to progress a Community Governance Review of parish boundaries and electoral arrangements following a decision of the Council in 2013 to do so. The next step is for the Governance, Audit and Performance Committee to agree a timetable and terms of reference.

Recommendation

2. To approve:

the terms of reference and timetable of a district-wide community governance review of parishes, as set out in Appendix A. This to include the scheduling of an extraordinary meeting of the committee (if necessary) to enable the review to be concluded before publication of the revised register of electors on 1st December 2021;

Financial Implications

3. There are no financial implications other than officer time and some printing costs.

Background Papers

4. The following papers were referred to in the preparation of this report and are publicly available or available for inspection from the author of the report:
 - Minutes of Council 23 February 2013;
 - The Local Government Boundary Commission for England guidance "Guidance on community governance reviews";
 - The Local Government and Public Involvement in Health Act 2007;
 - The Uttlesford (Electoral Changes) Order 2014;
 - Minutes of the Governance Audit and Performance Committee 15 November 2018.

Impact

5.

Communication/Consultation	Consultation with statutory consultees, the public and all parish and town councils within the district will take place.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	Any alterations to parish boundaries may have an impact on ward boundaries.
Workforce/Workplace	None

Situation

6. The Council has received a request from three parish councils to carry out a Community Governance Review in relation to a parish boundary adjustment between the parishes of Great and Little Chesterford due to housing development. The two parish councils have jointly expressed this. The other request is from Chrishall Parish Council to reduce its representation from nine members to seven or even five.
7. At its meeting on 23 February 2013, the recommendation of the then Democratic and Electoral Services Manager was that the review should not commence immediately because of the potential uncertainty and confusion that carrying out a Community Governance Review might create if proceeding at the same time with the further electoral review. Accordingly, the Council decided to conduct the community governance review at a future date.
8. The further electoral review conducted by the Local Government Boundary Commission for England led to the Uttlesford (Electoral Changes) Order 2014. Other priorities and insufficient officer capacity meant that there has been no practical opportunity, until now, to progress the review. However, a localised review took place in 2018 ahead of the parish council elections in 2019 in response to housing development in Little Easton parish for the Woodlands Park development, which was transferred to the Great Dunmow parish. At the same time the number of parish councillors for the North Ward of Great Dunmow parish was increased by two. Also the parish of Aythorpe Roding had its number of councillors increased by one.
9. The proposal is that a full review takes place after the May 2021 elections and be concluded for any parish boundary changes to be reflected in the revised register of electors which must be published on 1 December 2021. Any revised electoral arrangements will come into effect at the first ordinary elections to the parish council following the Reorganisation Order. It is important that such orders should be made sufficiently far in advance to allow preparations for the

conduct of those elections to be made. The next scheduled ordinary elections are in May 2023.

10. There is a duty on the Council, as a “principal authority” under the relevant legislation to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient.
11. The next steps are to publish a timetable and the terms of reference of the community governance review for all parish councils within Uttlesford.
12. The suggested terms of reference for a community governance review in 2021 and the proposed timetable and consultation process, are set out in Appendix A.
13. Uttlesford District Council as the principal council has the power to make an Order affecting parish boundaries and parish electoral arrangements. The Council does not have the power to change district ward, county electoral division boundaries, or electoral arrangements for these administrative levels. However, if an Order is made by the Council to alter the parish ward boundary, then the Local Government Boundary Commission for England (LGBCE) would consider making, by means of a Consequential Changes Order, an alteration to the district wards and county divisions affected. Changes made by virtue of an Order under the community governance review would take effect at the next ordinary election of parish councillors. It is possible that changes made by a Consequential Order may be made during the same timescale.

Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
2 That identities and interests of the local community in the area are not reflected, and that community governance is not effective or convenient	2	2	To conduct a full district-wide community governance review in ample time to take effect at the ordinary local elections in May 2023.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX A

Terms of reference

- To review the community governance arrangements for all parish councils to ensure they reflect the identities and interests of the local community in that area, and whether it is effective and convenient including its appropriate member representation.
- To consider parish warding or de-warding, as appropriate.
- To consider ward and electoral division boundary changes consequential upon any parish boundary change made, as a matter then to be referred to the Local Government Boundary Commission for England.

Consultation on the terms of reference

The requirement is to consult the local government electors in the area under review, and others which have an interest in the review. Consultees will therefore include:

- Local government electors
- Parish councils
- Essex County Council
- Ward Councillors
- Local residents' associations
- Essex Association of Local Councils

Community Governance Review Timetable

Dates may alter due to matters requiring direct consultation or research resulting from submissions. Any such alteration of the timetable will be authorised by the Governance, Audit and Performance Committee and notification published of any alteration of date or extension of the timetable.

Stage	Activity	Date
Initial report to Governance, Audit and Performance Committee	Agreement of terms of reference and timetable to start review	22 October 2020
Commencement	Publication of terms of reference and timetable	1 June 2021
Stage 1 Consultation	Identification of known matters regarding parish councils to be publicised and initial submissions invited.	1 June – 30 July 2021

Stage	Activity	Date
Consideration of submissions received	Representations to be collated and investigated; recommendations to Committee to be prepared.	2 August – 3 September 2021
Further report to Governance, Audit and Performance Committee	Agreement on recommendations.	TBC October 2021
Stage 2 Consultation	Publication of recommendations for further representations to be received on such recommendations.	TBC October – 30 October 2021
Decision of Committee	Agreement on recommendations for implementation on 1 December 2021.	TBC November 2021
Order made	Publication of Order and request made to Local Government Boundary Commission for consequential order to district ward and county electoral division boundaries, as appropriate.	November 2021 – exact date TBC
Publication of revised register	Publication of revised register incorporating revised parish boundaries (if any).	1 December 2021
Implementation of changes to district ward and county electoral division boundaries (if any)	Consequential Changes Order to be made by the Local Government Boundary Commission (if required)	Date TBC

Committee:	Governance, Audit and Performance Committee	Date:	Thursday, 22 October 2020
Title:	Armed Forces Covenant Trust Grant in respect of Debden Village Hall		
Report Author:	Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400		

Summary

1. Members requested at their previous meeting a report regarding a grant received by the Council from the Armed Forces Covenant Trust for Debden Village Hall Trust to build a new hall.

Recommendations

2. To note the report

Financial Implications

3. The council received and passed on a grant for £236,400. An equivalent contingent liability has been provided for in the statement of accounts.

Background Papers

4. The Council's email archive was searched by the author in the preparation of this report.

Situation

5. At the meeting of the Governance Audit and Performance Committee on 10 September, a request was made for a report to this meeting regarding a grant received by the Council from the Armed Forces Covenant Trust (the successor body to Armed Forces Community Covenant Grant Scheme (AFCCGS)) for the benefit of the Debden Village Hall Trust (DHVT), to build a new village hall.
6. It was requested that the report cover the history of the grant and the risks to the Council relating to the grant as well as lessons learned.

History

7. The matter was dealt with by the then Chief Executive Mr John Mitchell. Therefore the decision making in respect of actions outlined in the following paragraphs is not known.

8. The application was made by the DVHT and New Village Hall Group in January 2015. A requirement of the grant was that it was supported by the Council and to this end, the Council was a signatory.
9. Once the grant was confirmed, there was a communication exchange between the Debden New Village Hall Group and the Chief Executive about the mechanics of managing the grant, which was to be paid to the Council. This appears to have been concluded by paying over the entire grant to the Debden Village Hall Trust.
10. The Council formally resumed its interest in this matter in early 2017 when it became apparent that progress on the project had stalled and the Armed Forces Covenant Trust were seeking to establish the position and the likelihood of the project concluding. This has involved extensive liaison between a range of community stakeholders in Debden and the Armed Forces Covenant Trust.
11. When concerns emerged about the progress of the project, referred to in paragraph 10 above, the council could have sought repayment of the grant, pending the outcome of the further discussions; it was decided that maintaining the 'status quo' in respect of the grant was more appropriate, so there could be no misunderstanding or misinterpretation on the future of the project by the range of interested parties in the project at the time.
12. There was also a successful outcome to formal mediation at that time, which appeared to ensure the continuation of the project and the DVHT confirmed they were still in possession of the fund, in addition to a small amount of other funds raised for the same project.
13. However, in February 2020, in recognition of the fact that the grant has been paid over to the DVHT and that the risk of the Armed Forces Covenant Trust requesting repayment due to lack of progress on the project had increased, and that this may not be recoverable from the DVHT, the Council made provision by way of a contingent liability, as will be reported in the statement of accounts.

Lessons

14. It is clear that it was inappropriate for the Council to pay the grant over in full to the DVHT in 2015. It was the subject of conditions that the council should have monitored and only released the money, in stages as appropriate, on being satisfied those conditions were met.
15. The Armed Forces Covenant Trust no longer make such grants for the sums involved with this project. Nonetheless the council is clearer on its governance of similar matters, requesting regular progress reports to ensure the outputs, progress, etc. that form part of the terms and conditions of any award of money.

Risks

16. There is a financial risk that the DVHT will not return the grant money, minus relevant expenses, in the event the Armed Forces Covenant Trust require the money to be repaid. There is effective monitoring of the progress of the project and good communication with the Armed Forces Covenant Trust. The project has continued to progress, in the face of some very challenging circumstances, and the Trustees of the DVHT have remained committed throughout to deliver a new village hall. The risk is considered therefore to be low.
17. There is a reputational risk to the council that the governance processes in respect of this grant have been in adequate. The intention of the council has always been to support a community to deliver a new village hall for the benefit of that community, to continue to honour the memory of the soldiers who lost their lives in the first World War, in whose memory the original hall was built, and to further strengthen the ties the community and the council have with the Army based at Carver Barracks. Nonetheless, the reputation of the council has been impacted by the lack of appropriate governance in respect of this grant.
18. There is an upside risk (Opportunity) for the council to demonstrate its community leadership in supporting the delivery of a much needed new community facility. The council can only influence and mediate in this project as the responsibility for delivery is clearly with other community organisations in Debden. The appropriate monitoring and effective communication with the Armed Forces Covenant Trust may also provide confidence to them in the event that further grants are sought from them for other projects in the District.