

**SUPPLEMENTARY DOCUMENTS FOR  
COUNCIL  
7.30 pm on Thursday 10 December 2020  
Zoom - Online**

The items below are due to be considered at the meeting listed above and were unavailable for circulation when the agenda for the meeting was published. The agenda items are noted below.

**AGENDA**

11. Minutes of Cabinet and Committee Meetings

To note the following Cabinet and Committee minutes:

- b) Minutes of meeting Tuesday, 17 November 2020 of Licensing Committee (Pages 2 - 4)
- c) Minutes of meeting Wednesday, 25 November 2020 of Audit and Standards Committee (Pages 5 - 8)

**MINUTES OF THE LICENSING COMMITTEE  
HELD ON**

17 November 2020

7.30 - 8.27 pm

**PRESENT**

**Committee Members**

Councillor Shannon Jezzard (Chair)  
Councillor Nancy Watson (Vice-Chair)  
Councillor Nick Churchill  
Councillor Tony Edwards  
Councillor Michael Garnett  
Councillor Maggie Hulcoop  
Councillor Andrew Johnson  
Councillor Lanie Shears

**Officers**

Chris Bennett, Principal Environmental Health Officer  
Hannah Criddle, Governance Support Officer  
Michael Pitt, Environment and Licensing Manager  
Dimple Roopchand, Principal Solicitor

21. **APOLOGIES FOR ABSENCE**

None.

22. **DECLARATIONS OF INTEREST**

None.

23. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 8 September 2020 are agreed as a correct record and signed by the Chair.

24. **MATTERS ARISING**

None.

25. **WRITTEN QUESTIONS AND PETITIONS**

None.

26. **COMMITTEE WORK PLAN**

Michael Pitt, Environment and Licensing Manager, suggested that a "Department for Transport Statutory Vehicles and Private Hire Standards Action Plan" be brought to Committee in January 2021. The "Adoption of a

Street Trading Policy” and “Review of General Enforcement Policy for Environmental Health” items would be brought to Committee in March 2021. The “Review of Hackney Carriage Byelaws”, “Review of Licensing General Enforcement Policy” and “Updating Hackney Carriage and Private Hire Vehicles Conditions” items would rollover to the municipal year 2021/22.

**RESOLVED** that the Work Plan was noted.

27. **HARLOW COUNCIL FOOD SAFETY ENFORCEMENT PLAN 2020/2021**

The Committee received the Food Safety Act Service Plan for 2020/21.

**RESOLVED** that the Committee approved the Food Safety Act Service Plan attached as Appendix A to the report.

28. **DEPARTMENT FOR TRANSPORT STATUTORY VEHICLES AND PRIVATE HIRE STANDARDS**

The Committee received a report on the new Department of Transport Statutory Vehicle and Private Hire Standards (2020).

**RESOLVED** that the Committee:

**A** Noted the Statutory Taxi and Private Hire Vehicle Standards (2020) issued by the Department for Transport (DfT)

**B** Approved a full review of current policy and procedure to determine the necessary amendments required by the new standards

**C** Agreed that the required changes identified by Officers as a result of the review are brought before the Committee on 19 January 2021.

29. **REFERENCES FROM OTHER COMMITTEES**

None.

30. **MATTERS OF URGENT BUSINESS**

Councillor Nick Churchill expressed extreme concern over threats made by members of the public towards Council Officers in response to work that they had carried out. Councillor Shannon Jezzard confirmed that the Council had interacted with the social media service providers and the posts had been removed. The issue had been escalated with senior managers and was under review. The Officers involved had received support and did not feel further action was required at this stage. The Committee agreed that the Council would not tolerate threats made

against Officers and would be prepared to take further action in circumstances where considered appropriate.

CHAIR OF THE COMMITTEE

**MINUTES OF THE AUDIT & STANDARDS COMMITTEE  
HELD ON**

25 November 2020

7.30 - 9.30 pm

**PRESENT**

**Committee Members**

Councillor Stefan Mullard (Chair)  
Councillor Shannon Jezzard (Vice-Chair)  
Councillor Simon Carter  
Councillor Jean Clark  
Councillor Jodi Dunne  
Councillor Michael Hardware  
Councillor Maggie Hulcoop  
Councillor Eddie Johnson  
Councillor Russell Perrin

**Officers**

Emma Crouch, Corporate Support Officer  
Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive  
Natalie Hook, Senior Auditor  
Sarah Marsh, Internal Audit Manager  
Adam Rees, Governance Support Officer

**Also Present**

Steve Bladen, BDO  
Francesca Palmer, BDO

26. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Frances Mason.

27. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest as a remunerated Council appointed Director of HTS (Property and Environment) Ltd.

28. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 27 August 2020 are agreed as a correct record and signed by the Chair.

29. **MATTERS ARISING**

None.

30. **WRITTEN QUESTIONS AND PETITIONS**

None.

31. **NON CONTENTIOUS BUSINESS**

None.

32. **COMMITTEE WORK PLAN**

The Committee received its current work plan.

**RESOLVED** that the work plan is noted.

*It was agreed that items 8-11 on the agenda would be taken en-bloc.*

33. **ANNUAL AUDIT LETTER 2018/19**

This item was considered as part of item 11, External Auditors Audit Results Report 2018/19 (ISA 260).

34. **AUDITED ANNUAL ACCOUNTS 2018/19**

The Committee considered a report on the audited annual accounts for 2018/19, which recommended that final sign off of the accounts was delegated to the Deputy to the Chief Executive and Head of Finance and Property Services in consultation with the Chair of the Audit and Standards Committee.

Councillor Simon Carter proposed that the matter was deferred for two months to ensure that the correct numbers were included in the returns, that a summary of the changes to CIES could be provided to the Committee, clarification on the outstanding issues could be given, and a timetable of the improvements could be provided. This was seconded by Councillor Russell Perrin.

Upon being put to the vote, the motion for deferral was lost.

**RESOLVED that:**

**A** Upon consideration of the Auditor's Results Report earlier in the agenda, the Committee approved the latest 2018/19 Statement of Accounts presented as Appendix 1 to this report.

**B** The Committee delegated the approval of the final 2018/19 Statement of Accounts, should the latest accounts need amendment following the completion of audit work, to the Deputy to the Chief Executive and Head of Finance and Property Services in consultation with the Chair of the Audit and Standards Committee.

35. **MANAGEMENT LETTER OF REPRESENTATION**

This item was considered as part of item 11, External Auditors Audit Results Report 2018/19 (ISA 260).

36. **EXTERNAL AUDITORS AUDIT RESULTS REPORT 2018/19 (ISA 260)**

The Committee received a report which set out the External Auditor's draft opinion on their audit of the Council's financial statements.

It was noted that a number of material errors remained, along with three immaterial errors that combined to make a material error. There were also some deficiencies with the Council's internal control processes. These errors were of a technical nature.

The Committee expressed their disappointment with the late provision of papers for this item, as well as the Audited Annual Accounts 2018/19, as well as the difficulty in reading the appendix due its font size.

**RESOLVED** that:

**A** Reviewed the Audit Results Report alongside the approval of the Statement of Accounts reported to this meeting.

**B** Notes the Value for Money assessment of the Council's use of resources as contained within the attached report from the Council's appointed Auditor.

37. **EXTERNAL AUDITOR - AUDIT PLAN 2019/20**

The Committee received the External Auditor's audit plan for the 2019/20 accounts.

**RESOLVED that** the Audit Plan for 2019/20 was noted.

38. **PERIOD 8 INTERNAL AUDIT ACTIVITY REPORT**

The Committee received a report on the activity of the Internal Audit service.

**RESOLVED that** the Committee reviewed the outcomes of the work of the Internal Audit service for the period September to November 2020.

39. **RISK MANAGEMENT PROGRESS REPORT**

The Committee received a report which set out revisions to the Council's strategic risk register.

**RESOLVED** that:

- A** The Committee noted Senior Management Board revisions to Strategic Risks and risk scores as at 30 September 2020 as set out in Appendix 1 to the report.
- B** The Committee noted variations between residual risk scores and agreed risk appetite threshold levels together with current and future risk controls.

40. **REFERENCES FROM OTHER COMMITTEES**

None.

41. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE