

## Governance and Audit Committee

Item  
**15**

23 November 2021

Report of	Assistant Director Corporate and Improvement Services	Author	Matthew Evans ☎ ext. 8006
Title	Work Programme 2021-2022		
Wards affected	Not applicable		

### 1. Executive Summary

- 1.1 This report sets out the current Work Programme 2021-2022 for the Governance and Audit Committee. This provides details of the reports that are scheduled for each meeting during the municipal year.
- 1.2 Members are asked to note that the Annual Audit Letter 2020/2021 which was due to be considered at this meeting of this Committee, will now be considered at the meeting in January 2022.

### 2. Recommended Decision

- 2.1 The Committee is asked to note the contents of the Work Programme for 2021-2022.

### 3. Reason for Recommended Decision

- 3.1 The Work Programme of this Committee is kept under review throughout the municipal year to ensure that business is progressed and Members have the opportunity to review upcoming agenda items. Members are asked to note that the item; Colchester Borough Homes Annual Report and Governance Statement, has been moved from this meeting to the next meeting of this Committee in October.

### 4. Alternative Options

- 4.1 This function forms part of the Committee's Terms of Reference and, as such, no alternative options are presented.

### 5. Background Information

- 5.1 The Governance and Audit Committee deals with the approval of the Council's Statement of Accounts, audit, other miscellaneous regulatory matters and standards.

- 5.2 The Committee's Work Programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the Work Programme to be reviewed and, if necessary, amended according to current circumstances.

## **6. Standard References**

- 6.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety, environmental and sustainability implications or risk management implications.

## **7. Strategic Plan References**

- 7.1 Governance is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.
- 7.2 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self-governance provides a clear and demonstrable lead. Effective governance underpins the implementation and application of all aspects of the Council's work.

## **WORK PROGRAMME 2021-22**

<b>Governance and Audit Committee</b>
<b>Meeting date / Agenda items -</b>
Governance and Audit Committee - <b>22 June 2021</b>
<ol style="list-style-type: none"><li>1. Draft Annual Statement of Accounts 2020/2021</li><li>2. Year End Internal Audit Assurance Report 2020/2021</li><li>3. Review of the Governance Framework and Draft Annual Governance Statement</li><li>4. Financial Regulations 2022-2023</li><li>5. Financial Monitoring Report – End of Year 2020-2021</li><li>6. Capital Outturn – End of Year 2020-2021</li></ol>

**Governance and Audit Committee - 27 July 2021**

Governance and Audit Committee briefing followed by the following items -

1. Review of digital meetings following Covid-19
2. Colchester Commercial Holdings Limited – Annual report
3. 2020/2021 Year End Review of Risk Management

**Governance and Audit Committee - 7 September 2021**

1. Financial Monitoring Report – April to June 2021
2. Capital Expenditure Monitor 2021/2022
3. Treasury Outturn 2020/2021
4. Audited Annual Statement of Accounts 2020/2021 and Annual Audit Letter
5. Processing of Special Category & Criminal Convictions Personal Data Policy

**Governance and Audit Committee - 19 October 2021**

1. Local Government and Social Care Ombudsman Annual Review 2020/2021
2. Health and Safety Policy and Annual Report
3. Colchester Borough Homes Annual Report and Governance Statement
4. Review of digital meetings following Covid-19
5. Review of Colchester Borough Council's Cyber Security provisions

**Governance and Audit Committee – 23 November 2021**

1. Review of the Council's Ethical Governance Policies
2. Annual Review of the Members' Code of Conduct and the Council's Localism Act "Arrangements"
3. Review of Local Code of Corporate Governance
4. Review of Member/Officer Protocol
5. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Employees
9. Treasury Management – Half Yearly Update
10. Financial Monitoring Report June – September 2021
11. Capital Monitoring 2021/2022

**Governance and Audit Committee - 18 January 2022**

1. Interim Review of the Annual Governance Statement Action Plan
2. Risk Management Progress Report
3. Mid-Year Internal Audit Assurance Report 2021/2022
4. CCHL Half-Year Performance Report (to include draft 3 year plan)
5. Annual Review of the Council's Companies' Business Plans
6. Annual Review of Business Continuity
7. Annual Audit Letter 2020/2021

**Governance and Audit Committee - 8 March 2022**

1. External Audit Plan for year ending 31 March 2022 and Certification of Claims and Returns – Annual Report 2020/2021
2. Financial Monitoring Report October to December 2021
3. Capital Expenditure Monitor 2021/2022
4. Internal Audit Plan 2022/2023
5. Review of digital meetings Covid-19
6. Equality and Safeguarding Annual Update