

Governance and Audit Committee Meeting

**Grand Jury Room, Town Hall, High Street,
Colchester, CO1 1PJ**

Tuesday, 03 September 2019 at 18:00

The Governance and Audit Committee considers and approves the Council's Statement of Accounts and reviews the Council's annual audit letter. The Committee also deals with the Council's governance, risk management and audit arrangements. To make recommendations to the Council on functions such as Elections and bye laws, and determine Community Governance Reviews.

Information for Members of the Public

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<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

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Governance and Audit Committee - Terms of Reference (but not limited to)

Accounts and Audit

To consider and approve the Council's Statement of Accounts and the Council's financial accounts, and review the Council's external auditor's annual audit letter.

Governance

To consider the findings of the annual review of governance including the effectiveness of the system of internal audit and approve the signing of the Annual Governance Statement.

To have an overview of the Council's control arrangements including risk management and in particular with regard to the annual audit plan and work programme, and to approve the policies contained in the Council's Ethical Governance Framework.

Other regulatory matters

To make recommendations to Council on functions such as elections, the name and status of areas and individuals, and byelaws.

To determine and approve Community Governance Reviews.

Standards in relation to Member Conduct

To consider reports from the Monitoring Officer on the effectiveness of the Members' Code of Conduct, and to advise the Council on the adoption or revision of the Code.

To receive referrals from the Monitoring Officer into allegations of misconduct and to create a Hearings Sub-Committee to hear and determine complaints about Members and Co-opted Members referred to it by the Monitoring Officer.

To conduct hearings on behalf of the Parish and Town Councils and to make recommendation to Parish and Town Councils on improving standards or actions following a finding of a failure by a Parish or Town Councillor.

To inform Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints.

To grant dispensations, and to hear and determine appeals against refusal to grant dispensations by the Monitoring Officer.

To make recommendations to Council regarding the appointment of Independent Persons.

General

To review of the Constitution including governance issues around formal meetings, processes and member training and to make recommendations to Council.

COLCHESTER BOROUGH COUNCIL
Governance and Audit Committee
Tuesday, 03 September 2019 at 18:00

The Governance and Audit Committee Members are:

Councillor Chris Pearson
Councillor Sam McCarthy
Councillor Nick Barlow
Councillor Paul Dundas
Councillor Mark Goacher
Councillor Dennis Willetts
Councillor Barbara Wood

Chairman
Deputy Chairman

The Governance and Audit Committee Substitute Members are:

All members of the Council who are not Cabinet members or members of this Panel.

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that Agenda items 1 to 6 are normally dealt with briefly.

1 Welcome and Announcements

The Chairman will welcome members of the public and Councillors and remind everyone to use microphones at all times when they are speaking. The Chairman will also explain action in the event of an emergency, mobile phones switched to silent, audio-recording of the meeting. Councillors who are members of the committee will introduce themselves.

2 Substitutions

Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

3 Urgent Items

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

4 Declarations of Interest

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or

participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

5 Have Your Say!

The Chairman will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the terms of reference of the meeting. Please indicate your wish to speak at this point if your name has not been noted by Council staff.

6 Minutes of Previous Meeting

The Councillors will be invited to confirm that the minutes are a correct record of the meetings held on 25 June 2019 and the 30 July 2019.

Governance and Audit Minute 25-06-19 7 - 14

Governance and Audit Minute 30-07-19 15 - 18

7 CBH Annual Report and Governance Statement 19 - 28

The Committee have been asked to consider and comment on the Governance Assurance Statement of Colchester Borough Homes and to also accept the assurance provided by Colchester Borough Homes regarding its governance arrangements throughout 2018/19.

8 Polling Districts and Polling Places Review 29 - 44

The Committee have been asked to agree the Polling Districts and Polling Places Review and recommend to Full Council that it approve and adopts Appendix A within the report.

9 Financial Monitoring Report – April to June 2019 45 - 58

The Committee has been asked to consider the financial performance of General Fund Services and the Housing Revenue Account (HRA) for the first three months of 2019/20, and to note the forecast budget overspend of £343k on the General Fund.

10 Capital Expenditure Monitor 2019/20 59 - 66

The Committee have been asked to review the progress on 2019/20 capital programme.

11 Treasury Management Strategy (TMS) – Annual Review 2018/19 67 - 72

The Committee have been asked to consider the TMS Annual Review 2018/19, to note that the Council operated in accord and are within the boundaries of the TMS prudential indicators set for

2018/19 and to note the satisfactory performance of Link Asset Services.

12 **Governance and Audit Work Programme 2019-20**

73 - 76

Part B
(not open to the public including the press)

13 **Exclusion of the Public (not Scrutiny or Executive)**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

GOVERNANCE AND AUDIT COMMITTEE

25 June 2019

Present:- Councillor Pearson (Chair), Councillor Dundas, Councillor Goacher, Councillor McCarthy, Councillor Willetts and Councillor Wood

Substitutes:- Councillor Scott-Boutell for Councillor Barlow

Also Present: - Councillor King, Councillor Higgins

154. Minutes

RESOLVED the minutes of the meeting held on the 7 March 2019 be approved as a correct record.

155. Have Your Say!

Sir Bob Russell, High Steward of Colchester, addressed the Committee with his concerns over control of the Council and the workings of Colchester Commercial Holdings Ltd. Sir Bob questioned the fact that 51 Councillors have been elected on to the Borough Council by residents, but only 8 of those sit on the Cabinet and were the only ones with executive power. Sir Bob explained how he felt that the democratic accountability in which Councillors are the people's representatives at the Town Hall was weakened further by the creation of the commercial companies. Sir Bob Russell informed the Committee that he felt that there should be less officer input and more Councillor involvement in the decision-making process. Sir Bob also questioned the establishment of the companies and how he felt that they were not in keeping with the whole ethos of Local Government.

The Committee thanked Sir Bob for attending and in response to his statement some sympathy was expressed with his views with regards to Councillor involvement in decision making. However, the Committee had undertaken work recently designed to improve transparency and democratic accountability. In respect of the companies, the Committee explained that they were set up through an open process and the establishment was a decision taken by the Full Council. The Committee also said they felt that all Councillors do have a say but sometimes they may not be informed early enough on some of the subject matters, and the current administration was working to improve both internal and external consultation.

156. Draft Annual Statement of Accounts 2018/19

Paul Cook, Finance Manager, introduced the Draft Annual Statement of Accounts report. The report requested that the Committee consider the report relating to the pre-audit

Statement of Accounts for 2018/19 and to consider the proposal for a separate internal briefing for the Committee prior to the scheduled meeting for approving the audited accounts on 30 July 2019.

Paul Cook informed the Committee that the deadlines for submitting the statement of accounts was the 31 May 2019. It was confirmed that Colchester Borough Council certified the statement of accounts on 30 May and the draft statement has now been published on the Council's website for public inspection until 12 July. Paul Cook explained that the format of the accounts now provided a clear link from the outturn and was reported to the Scrutiny Panel on 11 June 2019.

With regard to the external audit of the accounts, the final accounts audit started on 3 June and was progressing well, with the findings reported to the Committee on 30 July. Confirmation of the publication of the accounts would then be reported to the Committee on 3 September 2019.

RESOLVED that the report relating to the pre-audit Statement of Accounts for 2018/19 be noted.

157. Colchester Commercial Holdings Ltd Annual Report 2018/19

Andrew Tyrrell, Client and Business Manager, introduced the Colchester Commercial Holdings Ltd Annual Report 2018/19. The report provided the Committee, in its role as Shareholder Committee, with performance information for the first year of trading activities by Colchester Commercial Holdings Ltd (CCHL) and the subsidiary companies; Colchester Amphora Energy Ltd (CAEL), Colchester Amphora Homes Ltd (CAHL), Colchester Amphora Trading Ltd (CATL).

Andrew Tyrrell explained that they were asking the Committee to review the performance of CCHL (and its subsidiaries) during 2018/19, having regard to the performance information for the year provided in Appendix A and also for the Committee make any recommendations to the Portfolio Holder for Commercial Services on CCHL performance management arrangements for 2019/20 or beyond.

Councillor Nick Barlow, Chairman of Colchester Commercial Holdings Ltd, addressed the Committee and explained how on the recommendation of the Governance and Audit Committee the Portfolio Holder for Commercial Services no longer sat as a Board Member. This was to improve the interaction between Colchester Commercial Holdings Ltd and the Council and to also avoid any potential conflict of interest. It would also improve the democratic accountability. Councillor Barlow also informed the Committee that CCHL achieved its profit targets in 2018-19 and was on target to do so again in the current municipal year. The recommendations made by the Committee at its meeting in March in respect of the Business Plan had been implemented or were in the process of being implemented.

In response to the concerns expressed by Sir Bob Russell under Have Your Say! the Chairman invited Councillor Barlow and Adrian Pritchard, Managing Director of CCHL to address the Committee on the reasons for the establishment of the companies. They highlighted that the Committee that over the last 9 years the Council has lost approximately £11.9 million of Government funding. The Council had been looking at how it could mitigate the impact of this, both through efficiencies and through acting in a more commercial way,

albeit with a clear public sector ethos. The Trading Board discussed these issues at length and recommended the approval of CCHL and its subsidiary companies. The idea was that the companies would use the Council's assets and provide services for residents to create income that could be returned to the Council as a dividend. The Council, who was the sole shareholder in the companies, would decide how that dividend would be used to support its services to residents.

In response to questions from the Committee Adrian Pritchard informed them that since Helpline has been run by CCHL, they had accumulated 600 new customers. One of the reasons given for the increase was due to the commercial expertise given to the Council by CCHL; a bigger presence on the website and targeted marketing towards relevant communities. Also, contacts with other health organisations had been developed. For instance a contract had been agreed with the Ambulance Service whereby Helpline attended when reports were received of falls. This provided an income stream for Helpline and also provided a cheaper service to the taxpayer. Helpline also provided a high-quality service and was one of only two such services in Essex that would attend customers personally rather than just providing a monitoring service. This was a reflection of its public sector ethos.

Members of the Committee discussed the CCTV service and questioned why this was managed by CCHL, and what plans were in place to develop or extend the service. It was explained that CCTV was not a commercial entity but was seen as a crime prevention service. The value of the CCTV service to the town centre was stressed. It was managed by the CCHL on behalf of the Council. Discussions were being held with major shopping precincts to see if they could provide a CCTV service for them, and to see if the service could be upgraded. With regards to the future of CCTV, wider deployment would be an issue for the Council as it remained a Council service. The Committee considered that it would be useful to receive a report about the costs and benefits of CCTV service.

It was also suggested that further investment was needed in some of the Events venues to improve accessibility issues. However, it was explained that the venues such as Charter Hall were Council owned and further investment decisions were for the Council.

The Committee also explored issues around the governance issues around CCHL and its subsidiaries, and whether the governance framework that applied to the Council structures also applied to the companies. Adrian Pritchard explained that where the companies were delivering or managing services on behalf of the Council, the normal Council governance arrangements would apply. For the other services, such as by CAHL and CAEL, there were business plans in place, which would be looked at by Cabinet and the Governance and Audit Committee. The Scrutiny Panel could also scrutinise the Business Plans and the work of the companies. Members also discussed how individual ward members could influence decisions by the companies, and it was explained that this could be done through the Board members, the Portfolio Holder for Commercial Services and through the Governance and Audit Committee. However, it needed to be borne in mind that the companies were largely implementing decisions that were made by the Council that members could influence through normal channels.

The Committee also discussed what safeguards were in place to ensure that the trading companies performed fairly against other private sector companies. It was explained that Service Level Agreements were in place for CCHL and the subsidiaries to purchase services and functions from the Council. The Council and companies were very conscious of the need to comply with regulations around state aid.

RESOLVED that the Committee reviewed and noted the performance of CCHL (and its subsidiaries) during 2018/19, having regard to the performance information for the year provided in Appendix A.

RECOMMENDED to the Portfolio Holder for Commercial Services that a report be submitted to a future Committee with regards to a review of CCTV and to discuss its costs and benefits to the Borough.

158. Polling District and Polling Place Review

Andrew Weavers, Monitoring Officer, introduced the Polling District and Polling Place Review. In accordance with the Electoral Registration and Administration Act 2013, every council in England and Wales must undertake and complete this review of all their polling districts and polling places at least once every four years and it needs to be completed by the 1 December 2019, so any changes can be included in the new electoral register.

Andrew Weavers informed the Committee that with regards to the report there were no changes to any polling districts but, as shown in paragraph 6 of the report, there were some changes to polling places.

Andrew Weavers provided detailed information with regards to Willows and Monkwick polling district (AB) and Home Farm polling district (AR). Andrew informed the Committee that notification had been given by Thomas Lord Audley School and Home Farm Primary School that they no longer wished to be used as a Polling Station as the schools felt they were no longer fit for purpose. Similar views had been expressed by polling staff and electors due to the lack of accessibility. Andrew explained that Thomas Lord Audley refused use of the school for the European Elections, so it was moved to the Abbotts Road Polling Station and the results for turnout was 17%, which was the same as the previous local elections that took place using Thomas Lord Audley School.

Andrew Weavers informed the Committee that the proposal was for the Polling District AB to be extended to cover Abbotts Road should there be any future issues with the school or anywhere within that area but to make it clear that this was not for it to be switched to Abbotts Road, unless another suitable location could be found. The extension of cover would give the Council a wider area to look for other potential polling station should any issues arise with polling stations in that area, going forward.

Andrew Weavers made the Committee aware that the Returning Officer does have a right to demand a school to become available for an election but it was preferable to work by negotiation and consent. If this situation did arise many schools have made the Elections team aware that they would have to close the whole school due to safeguarding issues.

Andrew Weavers asked that the recommendation within the report be changed to;

- a) agree proposed changes to the Polling Districts and Polling Places within the report and
- b) recommend to Full Council that it approves and adopts the draft schedule of Polling District and Polling Places.

The Committee thanked the officers for their work. Some members felt very strongly that moving the polling place from Thomas Lord Audley into a location in another ward would

deter voters, particularly those who were economically disadvantaged.. Whilst it was noted that voting levels had not changed at the European election, there was not sufficient information for ward members to understand how this change might impact on voters' ability to access the polling station. The Committee accepted that there were issues with Thomas Lord Audley site but felt more alternatives need to be looked at, such as the Ormiston Centre, and researched before looking at moving the polling place. The Committee also requested that Shrub End polling district (BF) to be investigated also.

The Committee stressed the importance of ensuring voters were able to exercise their democratic right and explored further the rights to requisition sites for use as stations. It was explained that if the Returning Officer were to seek to requisition part of the site, then the headteacher may close the whole school, on safeguarding grounds. Members of the Committee indicated that that was a decision for the school, but it could be considered that the availability of polling stations was paramount.

RESOLVED that further research be undertaken into alternative solutions for the polling places and a further report be submitted to the Committee at its meeting on 3 September 2019.

159. Internal Audit Year-End Assurance Report 2018/19

Andrew Weavers, Monitoring Officer, introduced the Year End Internal Audit Assurance Report 2018-19. The report requested that the Committee review and comment on internal audit activity for the period between 1 October 2018 and 31 March 2019, and the performance of internal audit by reference to national best practice benchmarks.

Andrew Weavers provided the Committee with a summary of the report and highlighted that internal audit is undertaken by Mazars, an external provider, who have been in place a number of years. Andrew Weavers informed Committee members that two reports come to the Committee each year, a mid-year and end of year report.

Andrew Weavers informed Committee members that the past year had been another good year with four audits receiving full assurance and all but one other audit achieving substantial ratings. Further information on the audit with limited assurance is included within the appendix.

Committee members expressed thanks to officers for the work undertaken. A member of the Committee asked for further information regarding CCTV and its limited assurance.

RESOLVED that the Governance and Audit Committee reviewed and commented on the internal audit activity for the period 1 October 2018 to 31 March 2019 and the performance of internal audit by reference to national best practice benchmarks.

160. Committee on Standards in Public Life Findings on Review of Local Government Ethical Standards

Andrew Weavers, Monitoring Officer, introduced the Committee on Standards in Public Life response to the Consultation on Local Government Ethical Standards report. The report informed the Committee of the findings by the Committee on Standards in Public Life in

relation to Local Government Ethical Standards.

Andrew Weavers informed the Committee that this was being referred to the Committee following its meeting on 6 March 2018 in which the Committee considered a paper on the stakeholder consultation being undertaken by the Committee on Standards in Public Life in relation to Local Government Ethical Standards. At its meeting on 5 June 2018 the Committee noted the Council's response to the stake holder consultation.

RESOLVED that the report by the Committee on Standards in Public Life in relation to Local Government Ethical Standards be noted.

161. Review of the Governance Framework and Draft Annual Governance Statement

Andrew Weavers, Monitoring Officer, introduced the report which requested that the Committee consider and note the review the Council's compliance with seven principles of good governance, including the review of effectiveness of the internal control arrangements. The report also requests the Committee approve the Annual Governance Statement for 2018/19.

Andrew Weavers informed the Committee that the Council has a duty to review the governance arrangements once a year, to ensure that they are appropriate and meet the seven principles of good governance, which is based on the CIPFA and SOLACE guidance document.

The review of the governance framework consists of looking at the arrangements for audit in the Council as a well as conducting interviews with senior management on a one to one basis reviewing the previous year alongside the seven principles of good governance. This also involves looking at policies and produces and committee structure of the organisation. A significant element to the report is the Head of Internal Audit Report produced by Mazars, which provided a substantial assurance rating that the financial and non-financial systems are working appropriately.

Committee members thanked the officers for the work undertaken.

RESOLVED that;

- a) The review of the Council's compliance with the seven principles of good governance including the review of effectiveness of the internal control arrangements be noted.
- b) That the Annual Governance Statement for 2018/19 be noted.

162. Governance and Audit Work Programme 2019 – 2020

Zoe Gentry, Democratic Services Officer, introduced the Work Programme 2019-20. The report requests that the Committee note the contents of the Work Programme.

RESOLVED that;

- a) The Work Programme of 2019-20 be noted.

b) An invite to all Councillors be sent for the Statement of Accounts training that will be taking place on 23 July 2019 at 6.30pm followed by a Code of Conduct refresher session.

GOVERNANCE AND AUDIT COMMITTEE

30 July 2019

Present:- Councillor Pearson (Chair), Councillor Barlow, Councillor Dundas, Councillor Goacher, Councillor McCarthy, Councillor Willetts and Councillor Wood

Also Present: - Councillor King

163. Annual Statement of Accounts 2018/19

Paul Cook, Section 151 Officer and Finance Manager, introduced the Annual Statement of Accounts 2018/19 report. The report requests that the Committee accept the audit results report for the year ending 31 March 2019, note the comments in the covering report and approve the letter of representation and the audited Statement of Accounts.

Paul Cook informed the Committee that this was the first year of BDO Audit engagement and due to this reason, it had affected the timescales of some of the reports but looking ahead to subsequent years this will improve as the relationship grows.

Paul Cook explained the situation with regards to the potential adjustment identified in respect to the recent McCloud pension judgement. This was a legal decision that was made in relation to age discrimination in some pension schemes. The suggested amendment was for a 'worst case scenario' but as it currently stands it wasn't seen to have a direct impact on services so therefore it had not been adjusted. When the position becomes clearer in a years' time it will be looked at again as part of 19/20 Audit.

Alison Langridge, Audit Manager BDO, highlighted Key headlines within the report and informed the Committee that it was anticipated that an 'unqualified audit opinion' would be given. With regards to the Audit Risks Overview, the items that were listed as 'Work still ongoing' would now be taken off and shown as complete with no issues to report on the completion of those items.

In response to a question from the Committee Lisa Clampin, Audit Partner BDO, confirmed that with regards to 'payments in lieu of notice', there was a potential of it being a risk but after conversations with the finance team it was deemed to be negligible.

The Committee wanted to thank the Finance team, Mark Jarvis and Laura Watson, for the hard work they had done with respect to the Annual Statement of Accounts 2018/19.

RESOLVED that:

- a. The Statement of Accounts 2018/19 be approved.
- b. The Audit Completion Report be noted, and action taken where necessary.
- c. The letter of representation be signed and noted.
- d. The recommendations from the Audit report to be approved.

164. 2018/19 Year End Review of Risk Management

Hayley McGrath, Corporate Governance Manager, introduced the Year End Review of Risk Management. The report requests that the Committee consider and comment on the Council's progress and performance in managing risk during the period from April 2018 to March 2019, the current strategic risk register, the proposed risk management strategy for 2019/20 and endorse the submission of this report to Cabinet.

Hayley McGrath highlighted some of the key areas within the report and informed the Committee that the main key area of work was that of the withdrawal from the European Union.

In response to a question about risk 3a; 'Unable to compete with the private sector in the recruitment (and retention) of staff with key marketable skills', Hayley informed the Committee that the reason for this increase of risk was due to circumstances with regards to recruitment of certain posts, for example the 151 Officer, and the impact that it had within the Council and the delivery of that service.

With regards to risk 4a; 'The UK's withdrawal from the European Union' Hayley informed the Committee that they were currently looking into plans for all possible scenarios but not just for Colchester Borough Council but also as part of a wider group across Essex. The Borough is currently working with the Fire Department, Police, other local authorities, coastguard and various other groups. Hayley McGrath also informed the committee that although our direct services may not be impacted, it is the impact of leaving the European Union that our suppliers and supply chains could possibly face that will affect us. Economic issues could also impact on our services and we may be expected to provide services elsewhere where previously haven't been needed. The long-term strategic risks are currently being assessed and will continue to be.

The Committee commented on whether some high-risk items, for example IT and staffing issues, should be classed as such as these are primarily decisions that were made by the Council. The Committee also discussed whether it was misleading to put those issues in to risk management report and questioned the possibility of them being shown in another way. The Committee also questioned what was meant with regards to the risk tolerance line and the fact that more operational risks seem to be falling on the wrong side. The Committee asked about the possibility of changing those or even the risk tolerance line itself.

Councillor King addressed the Committee and highlighted that resilience and working well for staff & customers was the main priority when looking at Risk Management. Councillor King informed the Committee that the register itself was good and a prime example of what one should look like and must be assessed as neutrally as possible. Councillor King agreed that some risks may come across as being a bit over cautious but that was not a bad thing to be prepared for.

Ian Vipond informed the Committee that the risk register helps to identify risks and what we do to mitigate those.

RESOLVED that;

- a) The Committee considered and commented on the Council's progress and performance in managing risk during the period from April 2018 to March 2019.
- b) The Committee considered and commented on the current strategic risk register.
- c) The Committee considered and comments on the proposed risk management strategy for 2018/19.
- d) The Committee endorse the submission of this report to Cabinet.

165. Governance and Audit Work Programme 2019 – 2020

Zoe Gentry, Democratic Services Officer, introduced the Work Programme 2019-20. The report requests that the Committee note the contents of the Work Programme.

RESOLVED that;

- a) The Work Programme of 2019-20 be noted.

Governance and Audit Committee

Item
7

3 September 2019

Report of	Director of Business Improvement Colchester Borough Homes	Author	Matthew Armstrong ☎ 07951 013364
Title	Annual Report and Governance Statement		
Wards affected	Not Applicable		

The purpose of the report is for the Committee to consider and comment on the Governance Assurance Statement of Colchester Borough Homes

1. Recommendation

- 1.1 The Committee considers and comments on the Governance Assurance Statement of Colchester Borough Homes.
- 1.2 The Committee accepts the assurance provided by Colchester Borough Homes regarding its governance arrangements throughout 2018/19.

2. Background

- 2.1 Colchester Borough Homes is a wholly owned company of the Council. As such:
 - Its accounts are consolidated into the Council's financial statements
 - Disclosures regarding the adequacy and effectiveness of its governance arrangements are included in the Council's Annual Governance Statement.
- 2.2 Colchester Borough Homes has therefore provided the Council with its own Annual Governance Statement for 2018/19 as evidence of how well its arrangements are operating (Appendix 1).
- 2.3 The Annual Governance Statement will inform the Council's Governance Statement.
- 2.4 Mr Glenn Houchell, Chair of Colchester Borough Homes' Finance and Audit Committee, and Matthew Armstrong Director of Business Improvement will present this report to Committee and respond to any questions relating to it.

3. Additional Information

- 3.1 The Finance and Audit Committee of Colchester Borough Homes also takes the following actions to assure itself that the Company has proper and secure arrangements in place:

- Each year it agrees an audit plan for a three-year period on a risk-based approach
- It receives regular updates on the progress against this plan throughout the year from Internal Audit
- It carries out an annual self-assessment of how it is functioning based on CIPFA guidelines
- It considers and recommends the Annual Governance Statement to the Board
- It monitors the actions coming out of the Annual Governance Statement
- It produces the Risk Management Strategy and monitors the key strategic risks of the Company
- It scrutinises the proposed budget for the Company and monitors the Company's financial performance against budget and business plan on a quarterly basis

3.2 In accordance with company law Colchester Borough Homes has produced its annual statutory accounts for 2018/19 and had these audited by Scrutton Bland, a firm of external auditors. Scrutton Bland have approved these accounts and given a clean audit opinion.

The External Audit Partner attended the Finance and Audit Committee's June meeting to report on the audit and take questions from the Committee as they scrutinised the accounts.

4. Head of Internal Audit Opinion 2018/19

4.1 Set out below are some key information from the Internal Audit Opinion Report:

- The Audit Plan covered 10 internal audit projects including all the key financial areas (these were amalgamated into one audit in the year). One of these audit projects was in progress at the year end.
- Assurance gradings for the 9 completed projects were as follows:

Assurance Grading	2018/19 Number	2017/18 Number
Full	4	1
Substantial	5	8
Limited	0	0

- The above assurance gradings show that Colchester Borough Homes' control environment has improved on 2017/18 with the number of audits gaining full assurance increasing from 1 to 4.

- Plans have been drawn up to deal with any areas of weakness identified by these audits.
- **The overall Internal Audit Opinion is that substantial assurance on internal controls within the financial and operating systems operating throughout the year are in accordance with proper practice.**

5. Financial Implications

5.1 No further financial implications arise from matters included in these reports.

6. HR Implications

6.1 No HR implications arise from matters included in these reports.

7. Legal Implications

7.1 No legal implications arise from matters included in these reports.

8. Health & Safety Implications

8.1 No Health & Safety implications arise from matters included in these reports.

9. Equality & Diversity Implications

9.1 There are no direct diversity or equal opportunities issues as a result of these reports.

10. Residents at the Heart

10.1 These reports provide members with additional assurance around systems of internal control at Colchester Borough Homes Ltd.

11. Risk Management

11.1 Failure to operate robust governance arrangements can potentially lead to poor management, performance, stewardship of public engagement and, ultimately, poor outcomes for citizens and service users. It increases the risk that the company's priorities will not be delivered. Reviewing the governance arrangements each year and identifying and addressing the key issues minimises these risks.

12. Appendices

12.1 Annual Governance Statement

Colchester Borough Homes Annual Governance Statement 2018/2019

1. Scope of Responsibility

Colchester Borough Homes (CBH), formed in October 2003, is the Arms-Length Management Organisation of Colchester Borough Council (CBC), responsible for the management and maintenance of the Council's homes and transferred general fund services. In 2018/19, these were primarily financed from the Council through a Management Fee of £9,315,000. This fee also includes Property Services professional fees, Corporate Facilities management fee and CBH Revenue work costs. Property Services also manages capital and revenue work costs paid directly by CBC, totalling £4,142,000.

There is a formally binding Management Agreement between the Council and CBH in place until August 2023, with a review in 2020. This clearly sets out the governance arrangements that should apply between the two parties and complies with national best practice.

CBH is managed by a Board comprising at least three Council nominees, three tenants, three independent members and the Chief Executive. The Memorandum and Articles of Association were revised and approved in 2017 to change the number of members on the Board, and to give the flexibility to add member(s) of the Executive Management Team. In discharging this overall responsibility, Colchester Borough Homes is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk. Two committees report to the Board: Finance & Audit and Appointments & Remuneration. Additionally, there is also a Business Opportunities Panel and a Residents Service Panel. These all have formal, approved terms of reference, which are reviewed biennially.

2. The Purpose of the Governance Framework

Good governance leads to good management, good performance, good stewardship, good public engagement and ultimately good outcomes for citizens and the service user. Good governance enables the Company to pursue its vision effectively, as well as underpinning that vision with mechanisms for control and management of risk.

The governance framework comprises the systems, processes, culture and values by which the Company is directed and controlled and its activities through which it accounts to, engages with and serves the community. It enables the Company to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, not absolute, assurance of effectiveness. The system of internal control is based on an ongoing process, designed to:

- identify and prioritise the risks to the achievement of the Company's policies, aims and objectives
- to evaluate the likelihood of those risks being realised and the impact should they be realised
- to manage them efficiently, effectively and economically.

Colchester Borough Homes Annual Governance Statement 2018/2019

The governance framework has been in place at Colchester Borough Homes for the year ended 31 March 2019 and up to the date of approval of the financial statements of accounts.

Colchester Borough Homes exercises control through:

- Corporate governance arrangements outlined in the Memorandum & Articles of Association, the Code of Governance and the Standing Financial Instructions.
- The employment of suitably qualified and experienced staff to take responsibility for key areas of the business. This is supported by a formal annual appraisal system.
- The preparation of forecasts and budgets that allow the committees and the executive officers to monitor the key business risks and financial objectives, and identify variances arising during the monthly reporting cycle.
- Business planning based on a Strategic Plan, that sets out key actions to enable CBH to achieve its goals for the ensuing year, and the Medium Term Delivery Plan which is approved by CBC. This cascades through supporting Service Plans and individual performance appraisals. The key aims of the new Strategic Plan are:
 - ✓ Customer Plan
 - To deliver services that reflects the needs and diversity of our customers
 - To make it easy for customers to do business with us
 - To improve Customer Satisfaction
 - ✓ Value for Money, Technology and Investment Plan
 - To invest money in a way that helps customers and communities
 - To use technology to do things better
 - To get the most for the money we spend
 - ✓ People Plan
 - To support our staff to do the best job possible
 - To make CBH a great place to work
 - ✓ Business Development Plan
 - To protect services by looking after the future of the business
 - To bring in extra income to invest in our services
 - ✓ Leadership Plan
 - To show we can be trusted to do what say we will
 - To be clear about our organisational goals and how to achieve them
 - ✓ Community Plan
 - To raise awareness of our work in the community
 - To bring together organisations and residents for the benefit of the community

The Executive Management and the Board carry out regular review of performance against objectives and targets detailed in the Strategic Plan.

Colchester Borough Homes Annual Governance Statement 2018/2019

3. Review of Effectiveness

Colchester Borough Homes conducts, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of effectiveness is informed by the work of the Executive Directors and Senior Management Team within the Company, who have responsibility for the development and maintenance of the governance environment. This is supported by the Internal Auditor's annual report, and by comments made by external auditors and other review agencies and inspectorates.

The company has produced a Strategic Plan, setting out the direction of the company until 2022. This combined with the Medium Term Delivery Plan are the primary guiding documents for the Company. From these plans, Key Performance Indicators (KPIs) and projects are produced. A performance and scrutiny framework is in place to review and monitor delivery against these. This is a combination of Board, senior management, tenants and CBC scrutiny as well as benchmarking against other providers.

CBH's internal arrangements for ensuring the effectiveness of its governance arrangements consist of:

- The Board receiving quarterly progress reports on delivery of the Strategic plans and the Medium Term Delivery Plan.
- The Appointments & Remuneration Committee considering significant staffing matters.
- The Finance & Audit Committee considering Internal Audit reports throughout the year, reviewing how well strategic risks are identified and managed, and monitoring financial performance against budgets.
- The Finance & Audit Committee monitoring the regular review of key policies against an agreed policy review timetable.
- The Residents Panel, consisting of Board Members and involved residents, reviewing key service areas to help improve service delivery and ensure that residents have the opportunity to influence and be involved in governance of the Company.
- The Business Opportunities Panel reviewing performance against the Business Development Plan and scrutinising new business opportunities.
- The production and approval of annual Manager Assurance Statements by service directors and their teams to assess compliance with key governance processes throughout the year.

CBH will ensure that its arrangements to monitor the effectiveness of its governance arrangements remain in place and reflect best practice.

Internal Audit

Internal Audit is delivered through a contract with Mazars LLP (Mazars). A five-year risk-based Strategic Audit Plan was initially approved by the Finance and Audit Committee in June 2016, following the successful re-appointment of Mazars in April 2016. This is refreshed on an annual basis in consultation with the Directors Management Team. The updated plan was approved by the Finance & Audit Committee in March 2019.

**Colchester Borough Homes
Annual Governance Statement 2018/2019**

The audit plan was delivered, with reports issued to senior managers at the conclusion of each audit highlighting internal control weaknesses identified and the actions required to address them. Recommendations were also reviewed to ensure they were implemented properly by the due date. Reports were presented to each Finance & Audit Committee of progress against the audit plan as well as the status of outstanding recommendations.

The Head of Internal Audit prepares an annual Head of Internal Audit Opinion (HOIA) report that includes an overall opinion on CBH's internal control environment based on the results of the audit work completed. This was considered by the June 2019 Finance & Audit Committee.

Internal Audit performance is subject to annual review by the external auditor of CBH in order that they can place reliance on its audit work. The Company provided the Council with the following assurance regarding the robustness of its governance arrangements during the year:

- Internal Audit reports
- Summary results of Manager Assurance Statements
- The Annual Report, which incorporates the Head of Internal Audit's annual report (including an opinion on the effectiveness of the company's systems of internal control)

External Audit

External Audit of the annual financial statements is undertaken by Scrutton Bland with a view to expressing an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland).

In carrying out the audit work, Scrutton Bland will consider whether the financial statements are free from 'material misstatement'. Materiality is an expression of the relative significance of a particular matter in the context of the financial statements as a whole. An item will normally be considered material if its omission would reasonably influence the decisions of those using the financial statements.

Scrutton Bland will issue a report to management at the conclusion of the audit work. This will include a management letter that will contain comments and recommendations for improvements in operations and internal control in respect of the Company. This will be discussed with management prior to the issue of the final report. The report will also include details of significant adjusted and unadjusted items that arise as a result of the audit work.

The Finance & Audit Committee considers the external auditor's report and recommends adoption of the financial statements to the Board.

4. Significant Governance Issues brought forward from 2017/18

There were no significant governance issues reported in 2017/18 and no actions brought forward to 2018/19.

Colchester Borough Homes Annual Governance Statement 2018/2019

5. Significant Governance Issues 2018/19

The Company conducted a Board Effectiveness Review lead by an external specialist consultancy. The review formed a positive conclusion on the Board's effectiveness and made some recommendations for improvements. These recommendations form the basis of an action plan for the coming year.

Other governance issues identified through the Governance Assurance Process in 2018/19 that are to be addressed in 2019/20 are:

- Procurement training, particularly for medium and low value transactions
- Review and testing of the Business Continuity Plan
- Imbed the new risk management process

Action Plan

An action plan is set out below to address the governance issues that have been identified through the governance assurance process. Progress against this plan will be monitored by the Finance and Audit Committee and Board.

Description	Action	Responsibility	Target Completion Date
Procurement	Additional training	Director of Business Improvement	Feb 2020
Business Continuity Plan	Review and testing of Plan	DMT	Dec 2019
Risk Management	Imbed new process	Director of Business Improvement	Mar 2020
Board Effectiveness Review	Complete review action plan	Chair	Mar 2020

Through completing this action plan the Company is satisfied that it will have made the improvements that were identified in its review of effectiveness.

Signed: _____
(Chair of the Board)

Signed: _____
(Chair of the Finance & Audit Committee)

**Colchester Borough Homes
Annual Governance Statement 2018/2019**

Signed: _____
(Chief Executive Officer)

03 September 2019

Report of	Assistant Director - Customer	Author	James Bennett 282242
Title	Polling Districts and Polling Places Review		
Wards affected	All Wards		

1. Executive Summary

- 1.1 Local Authorities are required by law to review all polling districts and polling places every five years to ensure suitability. Colchester's previous polling districts and polling places review was completed in 2015, to coincide with the ward boundary changes.
- 1.2 During 2019 a further review of polling districts and polling places was undertaken. Electoral area boundaries remain unchanged and only limited changes to polling places. For the full schedule of proposed polling districts and polling places see Appendix A. The eight proposed changes to polling places are detailed within Appendix B. Responses to the public consultation are detailed in Appendix C.

2. Recommended Decisions

- 2.1 To recommend to Full Council that it approves and adopts Appendix A – Proposed schedule of Polling Districts and Polling Places.

3. Reason for Recommended Decision

- 3.1 The Polling Districts and Polling Places Review needs to be agreed and approved before the annual register is published on 1 December 2019.

4. Alternative Options

- 4.1 None. This review is a statutory requirement set out by the Electoral Registration and Administration Act 2013, Part 2, Section 17.

5. Background Information

5.1 Electoral procedure uses the following terminology:

- Polling district – the geographical area created by sub-dividing a ward.
- Polling place – a polling place is the area in which polling stations will be selected by the (Acting) Returning Officer.
- Polling station – the building within the polling place where voting takes place.

5.2 The previous polling districts and polling places review was completed in 2015, to coincide with the ward boundary changes. No electoral area boundaries will be changed in 2019.

5.3 The majority of polling places remain unchanged from the previous review. The limited amendments are detailed below and listed in Appendix B.

6. Equality, Diversity and Human Rights implications

6.1 The recommended schedule ensures, so far as is reasonable and practicable, accessibility for all electors.

7. Strategic Plan References

7.1 The Council's Strategic Plan sets out four themes one of which being: Responsibility – Encouraging everyone to do their bit to making our borough even better

7.2 One of the five priorities under the Responsibility theme is to: 'Promote responsible citizenship by encouraging residents to get involved in their communities and to identify solutions to local issues.'

7.3 The schedule of polling districts and places supports the above by providing robust infrastructure for residents to exercise their democratic rights.

8. Consultation

8.1 A public consultation period was open from Monday 4 March 2019, when the Notice of Polling District and Polling Place Review was published, until Monday 15 April 2019.

8.2 The responses received are reproduced verbatim within Appendix C.

9. Publicity Considerations

9.1 During the period of consultation, maps, current polling districts, elector numbers, and any other relevant information was available for public inspection, along with details listed on the Colchester Borough Council website.

9.2 The electoral areas for Colchester are available to the public.

9.3 The final schedule of polling districts and polling places will be available for public inspection and details listed on the council's website.

10. Financial implications

10.1 There are no financial implications.

11. Health, Wellbeing and Community Safety Implications

11.1 There are no Health, Wellbeing and Community Safety Implications

12. Health and Safety Implications

12.1 Each polling station is assessed for Health and Safety purposes.

13. Risk Management Implications

13.1 There are no risk management implications.

Appendices

- Appendix A – Proposed schedule of Polling Districts and Polling Places
- Appendix B – Explanation of changes to Polling Places and Polling Stations
- Appendix C – Responses received during public consultation

Appendix A - Proposed Schedule of Polling Districts and Polling Places



Proposed Schedule of Polling Districts and Polling Places

Appendix A - Proposed Schedule of Polling Districts and Polling Places

Polling District	Polling Place	Polling Station	Electors	Changes
Berechurch Ward				
AA Berechurch	Nancy Smith Close	Plum Hall Common Room	1513	None
AB Willows & Monkwick	Willows & Monkwick and Barnhall Polling Districts	Thomas Lord Audley School	1052	Change
AC Mersea Road	St Margaret's Church Hall Stansted Road	St Margaret's Church Hall Stansted Road	2096	None
AD Blackheath	Polling District of Blackheath	Orchard Baptist Church Blackheath	2310	None
EC Cherry Trees	Sexton Close	Cherry Trees Community Hall	512	None
Castle Ward				
AE Jumbo	Quaker Meeting House	Quaker Meeting House	1241	None
AF Castle	Castle Methodist Church	Castle Methodist Church	1702	None
AG Riverside	The Celtic Rose Centre	The Celtic Rose Centre	2214	None
AH Cowdray Avenue	Belle Vue Social Club	Belle Vue Social Club	2469	None
Greenstead Ward				
BH Hawthorn Avenue	Greenstead Community Centre	Greenstead Community Centre	2965	None
BI Avon Way	Forest Road Meeting Hall	Forest Road Meeting Hall	3399	None
BJ Greenstead Road	Polling District Greenstead Road	St John Ambulance HQ	695	None
BM Longridge	Hazelmere Junior School	Hazelmere Junior School	1515	None
Highwoods Ward				
AN East Highwoods	Highwoods	St Johns & Highwoods Community Centre	4135	None
AO West Highwoods	Jack Andrews Drive	The Ark Church, Highwoods	792	None
AP Myland East	Jack Andrews Drive	The Ark Church, Highwoods	2407	None
Lexden & Braiswick Ward				
AQ Trafalgar	Lexden & Braiswick and Prettygate Wards	Praiseway Church Straight Road	598	Change
AS East Lexden	Kingswode Hoe School	Kingswode Hoe School	1639	None
AT Braiswick	Woods Bowling Pavillion	Woods Bowling Pavillion	721	None
EJ Aldham	Polling District of Aldham Village	Aldham Village Hall	388	None
ET Eight Ash Green	Eight Ash Green Village Hall	Eight Ash Green Village Hall	1328	None
EU West Bergholt	Orpen Memorial Hall	Orpen Memorial Hall	2596	None
Marks Tey & Layer Ward				
GA Birch	The Parish of Birch	Birch Memorial Hall	636	None
GB Layer De La Haye	Queen Elizabeth Hall New Cut	Queen Elizabeth Hall Annexe	1460	None
GC Layer Marney	Layer Marney Polling District	Layer Marney Tower	165	None

Appendix A - Proposed Schedule of Polling Districts and Polling Places

GD Layer Breton	Layer Breton Heath Polling District	St Marys Church, Layer Breton Heath	216	None
GE Messing	The Parish of Messing	Messing Village Hall	238	None
GF Inworth	The Parish of Inworth	Inworth Parish Church	74	None
GG Gt Wigborough	Peldon and the Wigboroughs Polling Districts	Peldon & Wigboroughs Community Hall	171	Change
GH Lt Wigborough	Peldon and the Wigboroughs Polling Districts	Peldon & Wigboroughs Community Hall	26	Change
GI Salcott	The Parish of Salcott	Salcott Old School Hall	168	None
GJ Virley	The Parish of Salcott	Salcott Old School Hall	56	None
GL West Stanway	Marks Tey & Layer Ward	Stanway Village Hall	691	Change
GM Copford	The Parish of Copford	Copford Village Hall	1214	None
GN Easthorpe	The Parish of Easthorpe	Easthorpe Church Hall	142	None
GO Marks Tey	Polling District of Marks Tey	Marks Tey Parish Hall	2080	None
Mersea & Pyefleet Ward				
EO Abberton	Abberton & Langenhoe Polling District	Abberton & Langenhoe Village Hall	355	None
EP East Mersea	The Parish of East Mersea	East Mersea Village Hall	215	None
EQ Fingringhoe	The Parish of Fingringhoe	Fingringhoe Village Hall	660	None
ER Langenhoe	The Parish of Abberton	Abberton & Langenhoe Village Hall	496	None
ES Peldon	Peldon Polling District	Peldon & Wigborough Community Hall	463	Change
EV West Mersea	The Parish of West Mersea	The Mersea Centre	5929	None
Mile End Ward				
AU Bergholt	Mile End Road	Myland Parish Halls	1924	None
AV Mile End Road	Mile End Road	Myland Parish Halls	2667	None
AW Turner Road	Highwoods Country Park	Highwoods Country Park Visitor Centre	3209	None
Newtown & Christ Church Ward				
AI Christchurch	Christ Church	Christ Church Hall	1698	None
AJ Hamilton Road	Hamilton Road Primary School	Hamilton Primary School	2037	None
AX St Johns Green	YMCA Magdalene Street	YMCA Community Hall	3744	None
AZ Canterbury	St Stephens Church Canterbury Road	St Stephens Church Centre	1862	None
Old Heath & Hythe Ward				
AK Scarletts	Winsley Square Polling District	Worsnop House	495	None
AL Barnhall	Abbots Community Hall Ladbroke Drive	Abbots Community Hall	1569	None
AM Old Heath	Old Heath Community Centre D'Arcy Road	Old Heath Community Centre	2299	None
AY Hythe	Hythe Community Centre, Ventura Drive	Hythe Community Centre	2311	None
BA Winsley Square	Worsnop House Old Heath Road	Worsnop House	663	None

Appendix A - Proposed Schedule of Polling Districts and Polling Places

ED Rowhedge	The Parish of Rowhedge	Rowhedge Village Hall	1514	None
Prettygate Ward				
AR Home Farm	Prettygate Ward	Home Farm School	2051	Change
BB East Prettygate	Plume Avenue United Reform Church	Plume Avenue United Reform Church	2372	None
BC West Prettygate	Church of Jesus Christ of Latter Day Saints	Church of Jesus Christ of Latter Day Saints	512	None
BD James Carter	Straight Road Community Centre	Straight Road Community Centre	1450	None
Rural North Ward				
EA Dedham	The Parish of Dedham	The Assembly Rooms High Street	1602	None
EB Langham	The Parish of Langham	Langham Community Centre	859	None
EE Boxted	The Parish of Boxted	Boxted Village Hall	1080	None
EF Fordham	The Parish of Fordham	Fordham Village Hall	700	None
EG Great Horkesley	The Parish of Great Horkesley	Great Horkesley New Village Hall	2044	None
EH Little Horkesley	The Parish of Little Horkesley	Little Horkesley Village Hall	161	None
EI Wormingford	The Parish of Wormingford	Wormingford Village Hall	357	None
EK Chappel	The Parish of Chappel & Wakes Colne	Chappel & Wakes Colne Village Hall	402	None
EL Great Tey	The Parish of Great Tey	Great Tey Village Hall	763	None
EM Mount Bures	The Parish of Mount Bures	Mount Bures Village Hall	188	None
EN Wakes Colne	The Parish of Chappel & Wakes Colne	Chappel & Wakes Colne Village Hall	419	None
Shrub End Ward				
BE Rainsborowe Road	Shrub End Community & Sports Centre	Shrub End Community & Sports Centre	2290	None
BF Shrub End	Shrub End Polling District	Shrub End Social Centre	2854	Change
BG Lordswood Road	The Community Hall (Musket Club)	The Community Hall (Musket Club)	2807	None
St Johns & St Annes Ward				
BK St Annes	St Annes Church Compton Road	St Annes Church	3042	None
BL Churnwood	Oak Tree Community Centre	Oak Tree Community Centre	1069	None
BN Ipswich Road	St Johns Church Community Centre	St Johns Church Community Centre	1498	None
BO Parsons Heath	Friars Grove Primary School	Friars Grove Primary School	2560	None
Stanway Ward				
GP Stanway	Stanway Village Hall	Stanway Village Hall	6668	Change
Tiptree Ward				
GK Tiptree Grove	Tiptree Grove Polling District	Tiptree United Reformed Church	1198	None
GQ Tiptree Church	St Luke's Church	St Luke's Church Extension	1667	None
GR Tiptree Heath	Tiptree Heath Primary School	Tiptree Heath Primary School	2257	None

Appendix A - Proposed Schedule of Polling Districts and Polling Places

GS Tiptree Maypole	Tiptree Ward	St Luke's Church Extension	2141	Change
Wivenhoe Ward				
EW University	University of Essex	Student Centre University of Essex	1966	None
EX Wivenhoe Cross	Broomgrove School	Broomgrove School	1624	None
EY Wivenhoe Quay	William Loveless Hall	William Loveless Hall	3111	None
EZ Broome Grove	Broomgrove School	Broomgrove School	1134	None

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	Peldon – ES
Ward	Mersea and Pyefleet
Polling Station	Peldon and Wigboroughs Village Hall, Church Road, Peldon, CO5 7PT
Electorate	463
Background	<p>The recently constructed Peldon and Wigboroughs Community Hall is the most suitable venue.</p> <p>The Community Hall is a combined polling station with two presiding officers (POs). One PO oversees both the Great and Little Wigborough registers, the other PO oversees the Peldon register. Therefore, the one building has electors from two separate Wards. However, it has proved an effective polling station at recent elections.</p>
Polling Place	Peldon polling district.

Polling District	Great Wigborough – GG and Little Wigborough – GH
Ward	Marks Tey & Layer
Polling Station	Peldon and Wigboroughs Village Hall, Church Road, Peldon, CO5 7PT
Electorate	171 and 26
Background	The recently constructed Peldon and Wigboroughs Community Hall is the most suitable venue. Please see above under Peldon ES.
Polling Place	Peldon and the Wigboroughs polling districts.

Polling District	Tiptree Maypole – GS
Ward	Tiptree
Polling Station	St Luke's Church, Church Road, Tiptree, CO5 0SU.
Electorate	2141
Background	St Luke's Church is the most suitable venue, although it is slightly outside of the polling district it is in the same ward. It has proved an effective polling station at recent elections.
Polling Place	Tiptree Ward.

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	West Stanway – GL
Ward	Marks Tey and Layer
Polling Station	Stanway Village Hall, Village Road, Stanway, CO3 0RH.
Electorate	691
Background	<p>Historically, Copford Village Hall was used as the polling station. However, it is too small to accommodate the growing Stanway population. Stanway Village Hall is slightly outside of the polling district and in a different ward. Nonetheless, it is easily accessible and has proved an effective polling station at recent elections.</p> <p>We are aware of a new community centre being built, once complete we will consider these facilities.</p>
Polling Place	Copford & Stanway polling districts.

Polling District	Shrub End – BF
Ward	Shrub End
Polling Station	Paxman Academy, Paxman Avenue, CO2 9DQ.
Electorate	2854
Background	<p>It is our intention to adopt Paxman Academy as the polling station, when the new school opens in Autumn 2019. Negotiations with the school have opened. As an interim measure and prior to securing space within the new school it is intended to use Shrub End Social Centre as a polling station.</p>
Polling Place	Shrub End polling district.

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	Trafalgar – AQ
Ward	Lexden & Braiswick
Polling Station	Praiseway 27-31, Straight Road, Lexden, Colchester, CO3 9BY.
Electorate	598
Background	<p>The polling station has been changed to Praiseway Church on Straight Road. Although Praiseway is outside of the polling district and ward it is convenient for the electorate and has proved an adequate polling station.</p> <p>To allow scope to adopt a more suitable polling station if one becomes available, the proposal is to adopt Lexden & Braiswick and Prettygate Wards as the polling place. The team will provide an update to the Government and Audit Committee within six months of this report.</p>
Polling Place	Lexden & Braiswick and Prettygate Wards.

Polling District	Home Farm – AR
Ward	Prettygate
Polling Station	Home Farm Primary School, Shelley Road, CO3 4JL.
Electorate	2051
Background	<p>Home Farm School has been redeveloped and at recent elections we have used temporary structures in school grounds. Home Farm School has assisted Colchester Borough Council in conducting elections and allowed us to move in to the classrooms after school hours.</p> <p>Discussions are ongoing with the school to reach a long term solution. To allow scope to adopt a more suitable polling station if one becomes available, the proposal is to adopt Prettygate Ward as the polling place. The team will provide an update to the Government and Audit Committee within six months of this report.</p>
Polling Place	Prettygate Ward.

Appendix B - Explanation of Changes to Polling Places and Polling Stations

Polling District	Willows & Monkwick - AB
Ward	Berechurch
Polling Station	Thomas Lord Audley School, Monkwick Avenue, Colchester, CO2 8NJ.
Electorate	1052
Background	<p>At the European Parliamentary Election on 23 May 2019, the Thomas Lord Audley School was unavailable due to exams. As an interim measure, the Abbots Community Hall, Ladbroke Drive, was used as the polling station with no issues.</p> <p>Discussions are ongoing with Thomas Lord Audley School to reach a long term solution. Following feedback from the Committee we have begun to explore the possibility of using the Ormiston Centre. The Ormiston Centre is adjacent to Thomas Lord Audley and a site visit has been arranged.</p> <p>To allow the use of Abbots Community Hall as a contingency during this interim period, the proposal is to adopt Willows & Monkwick AB and Barnhall AL as the polling place.</p> <p>The team are confident a long term solution for a polling station will be secured within the polling district AB. The team will provide an update to the Government and Audit Committee within six months of this report.</p>
Polling Place	Willows & Monkwick and Barnhall polling districts.

Appendix C - Responses Received in Relation to the Polling Districts and Polling Places Review

The public consultation was open from Monday 4 March 2019, when the Notice of Polling District and Polling Place Review was published, until Monday 15 April 2019. The below comments are reproduced verbatim and were received during the public consultation.

1. Thank you for the opportunity of commenting on the Colchester BC Polling Station provisions identified for Parliamentary elections within the Witham constituency.

As Returning Officer, I am content that the locations identified represented proportionate provisions for the conduct of the UKPE in 2015 and 2017 and have no concerns regarding these locations for future Parliamentary elections.

2. I feel the polling district Ab needs looking at as the facilities at Thomas lord audley gym do not suit the needs of handicapped and disabled voters. Also it is open to elements to any winter election, which is possible for general elections or by elections.

What is needed is a portacabin or something near top end of school road . And a rebalance of voters north and south so less to vote in st Margaret's church and more in a portacabin

As far as Shrub end (a piece of my county council division).. Northern section of Shrub end (ie. the abbey view area and Kensington road areas and as residents have a long way to go ,) a polling station is needed in this area. Perhaps the new community centre (old mercury site) next to abbey field surgery would be an option

3. Thank you for sending the attached to consult with the borough councillors on moving voters to another polling station instead of Copford Village Hall.

I am happy for the GL West Stanway residents to use Stanway Village Hall.

Regarding polling districts a few changes in Old Heath and the Hythe I would recommend are;

Merge BA and AK as one as they use the same polling station. Move voters who live from 50-66 Port Lane and those on Rec rd to vote at Worsnop House rather than the Hythe CC Voters in Speedwell, Fingringhoe and Rowhedge Rd need a polling station that is closer. Some have a mile walk to the polling station. There is a church on Fingringhoe rd that could be used.

4. No problem for the Stanway Ward, which has one Polling Station - the Village Hall. West Stanway (as part of the Marks Tey/Layer Ward) remains of concern to me. It did have a Polling Station St Albrights Church. Currently it is in Copford and some need to travel nearly two miles. I think when the new Community Centre is built it should be considered as a Polling Station for West Stanway.

The only proposal I can see there which affects Stanway is the mooted idea of moving the Copford Village Hall polling station to Stanway. However, it does not seem to contain any firm proposals.

I would suggest, that if it were an agenda item, the only comment we could/would make is that we would be generally supporting of moving the polling station for West Stanway into a convenient place in the Parish if a location could be found.

Appendix C - Responses Received in Relation to the Polling Districts and Polling Places Review

5. As discussed I find the BF polling station at SE Community Centre unsatisfactory ... a number of residents from the estate have failed to vote owing to these changes . It was far better when it was in the heart of the community and easily accessible on foot for many . Car parking is minimal at this venue.

The new school is opening soon and I would like to ask that they be approached and we revert to using the local school as a polling station.

6. I know I am late to the consultatuion but i would like to ask if there can be a new polling station to serve the people in the new estates in Mile End. Chesterwell is already into phase 2, Forest View is over 50 % completed and Kingsway Heath will come on stream very soon.. There is already a significant development called Rosewood which is off Via Urbis Romane which I believe is in Mile End and not Highwoods.

To stop potential voter apathy amongst these residents I suggest that if it is possible we could use Camulous Academy school until the new community centres arrive in a few years time in Chesterwell and Severalls estates. Alternatively I suggest we look at Mile End Methodist church hall which is much closer to the new estates than St John's church hall for these residents. Parking can be on Fords Lane or on Boxted road or Wildeve Avenue.. The church building is fully disabled friendly with a ramp available and a disabled toilet.

There is a pre-school there on Thursday mornings but they do not use the church part of the building for this.

I must declare an interest in this church as I am a regular attendee but i am not a member so have no financial involvement with the church.

7. Happy with the situation in Aldham so approve of current station remaining as it is.
8. I wish to complain about Broomgrove school in Wivehoe, being used as a polling station again on the 23rd may.

Wivehoe has two schools and multiple community centers that could be used instead of it always being at Broomgrove. Finding childcare at short notice as a single working mum is hard work and costly.

I am also frustrated at the double standard applied to children's education. If I were to not send my child to school for a day I would need a good reason and the child penalised, by not receiving prizes for attendance etc but we all have to keep our children home on random days you decide.

If there were no alternatives I would understand but given that there are two schools it could alternate between and several community centers (William loveless and the scout hall to name but two) all of whom should be able to offer disabled access and appropriate facilities. If you must use Broomgrove can it not be kept to the after school Bungalow.

3 September 2019

Report of	Assistant Director Policy and Corporate	Author	Darren Brown ☎ 282891
Title	Financial Monitoring Report – April to June 2019		
Wards affected	Not applicable		

1. Executive Summary

1.1 This report gives the Committee the opportunity to hold Service Managers and Portfolio Holders accountable for their budgets. The financial position is summarised as follows:-

- The General Fund is showing a net underspend against services of £445k as at period 3. This includes less expenditure of £309k and more income of £136k, compared to profiled budgets.
- The current forecast outturn position for the General Fund is a net overspend of £343k.
- The Housing Revenue Account is showing a net underspend of £346k as at period 3, and is forecast to be on budget at the year-end.

1.2 Assistant Directors and their budget holders have undertaken a thorough review of the financial position for their services, which is reflected in this report. In addition, SMT continues to monitor the budget position on a monthly basis. The next report to the Committee will consider the position after 9 months, with the half-year position being reported to Scrutiny Panel in November. This half year review will provide a better opportunity to assess progress against budget targets and income levels, and any resulting necessary action to mitigate any forecast budget variance will be considered.

2. Action required

2.1 The Committee is asked to consider the financial performance of General Fund Services and the Housing Revenue Account (HRA) for the first three months of 2019/20, and to note the forecast budget overspend of £343k on the General Fund.

3. Reason for scrutiny

3.1 Monitoring of financial performance is important to ensure that:

- Service expenditure remains within cash-limited budgets.
- Potential variances at year-end are identified early so that remedial action can be taken to recover the position or 'recycle' any surplus budgets.
- Performance targets are being met.

3.2 This report also gives the committee the opportunity to hold Service Managers and Portfolio Holders accountable for their budgets.

4. Background

- 4.1 This report reviews the Council's overall position based on profiled income and expenditure for the three months to 30 June 2019, and also shows a projection of the outturn figures for the full year. All the information presented in respect of General Fund Services shows the position based on net 'direct costs'. The review of the Housing Revenue Account is different in that it shows all costs, both direct and indirect.

Summary Position

- 4.2 The projected outturn for the General Fund is currently a net overspend of £343k. The Housing Revenue Account forecast outturn position is currently to be on budget.
- 4.3 The General Fund position is set out in more detail in the following paragraphs and the HRA position explained in paragraphs 4.15 to 4.19. Budgets carried forward from 18/19 are now included in the schedules within this report, and as such will be monitored as part of the overall position.

General Fund – Position to 30 June 2019

Service Budgets

- 4.4 Appendix A shows the current budget variances and forecast outturn variances by Service Group. The net position shows a variance against profiled budget for General Fund Services (excluding Benefits, NEPP & JMC) of £445k (favourable). This comprises total expenditure being £309k lower than expected and total income being £136k higher than expected. Appendix B breaks these variances down by subjective group.

Income

- 4.5 Income to the Council is above targets in a number of areas to date, but most notably in Commercial & Investment, and across the Customer service area. As one of our main risk areas, income will continue to be closely monitored by officers on a monthly basis.

Expenditure

- 4.6 There are underspends against profiled budgets in a number of services areas, predominantly within premises, and transport costs. This can be as a result of profiling of budgets as well as timing of expenditure.
- 4.7 Benefits payments are not shown in Appendix A & B to avoid distorting the reported position for Service Groups. It is currently projected that this area will be on budget at year end, when the final subsidy claim is paid. Furthermore, NEPP and JMC variances are not included in the Appendix A & B totals, given these areas are ring-fenced and are reported to the relevant joint committee.

Outturn Forecast / Risk Areas

- 4.8 This is the first review this year of the 2019/20 budget position, and the current forecast outturn is a net overspend of £343k.

	£'000	
Service budgets	343	See paras. 4.9 – 4.10 and Appendix C
Technical / Corporate Items	-	
Potential net overspend	343	

Service Budgets

- 4.9 The following table sets out the forecast outturn for all service areas, with outturn variances. This shows a net forecast overspend of £343k. As the table shows, this is mainly due to additional expenditure of £245k. The largest areas contributing to this are; Redundancy costs and impact of the vacancy factor target potentially not being met within Environment; one-off costs associated with amendments to the lease of the River Colne and removal of boats from the Hythe; an underspend forecast within Community and Customer primarily arising from vacant posts. In addition, the forecast includes less income of £98k, which primarily relates to a delay in Turnstone income.

Service	Forecast outturn		
	<i>Expenditure</i>	<i>Income</i>	<i>Net</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Policy & Corporate (incl. CDC)	59	199	258
EMT	5	-	5
Community	(196)	24	(172)
Customer	(56)	(53)	(109)
Environment	433	(72)	361
Total all services	245	98	343

- 4.10 Appendix C sets out details of all forecast variances against service budgets at the year-end totalling £343k. To provide some context on the scale of the variances shown in Appendix C, a percentage value has been included within the comments which shows the proportion of the relevant budget that it represents. For example, an underspend due to vacant posts or the vacancy factor would be expressed as a proportion of the total employees budget for that area.

Corporate / Technical Items

- 4.11 The budget includes a number of corporate and technical budget areas such as net interest earnings, the provision to repay debt, pension costs and some non-service specific grants. It is currently assumed that the outturn for these areas will be in line with the budget.

Summary position and action proposed

- 4.12 The forecast outturn shows a potential net overspend of £343k. Further more detailed work will be undertaken during Quarter 2 to ensure forecast outturn positions are robust, including areas where underspends to date have not been reflected in the forecast outturn position.
- 4.13 It should also be noted that the forecast overspend includes £250k of one-off redundancy costs associated with delivering the Waste & Zones futures review savings agreed by Cabinet. As in previous years, the intention at this stage of the year is to absorb these within the overall outturn position for the year. However some funding is held within balances for redundancy costs, should it be required at year-end.
- 4.14 Assistant Directors and their budget holders have undertaken a thorough review of the financial position for their services, which is reflected in this report. In addition, SMT continues to monitor the budget position on a monthly basis. The next report to the Committee will consider the position after 9 months, with the half-year position being reported to Scrutiny Panel in November. This half year review will provide a better opportunity to assess progress against budget targets and income levels, and any resulting necessary action to mitigate any forecast budget variance will be considered.

Housing Revenue Account

- 4.15 The Housing Revenue Account (HRA) is a ring-fenced account which is affected by a number of variable factors. At the end of June 2019, the HRA is showing a net underspend of £346k compared to the profiled budget for the same period. This is primarily due to lower expenditure on Premises costs of £276k and Supplies and Services of £77k, and £37k less income than budgeted.

Position to date

- 4.16 Premises related costs are showing an underspend of £276k as at the end of June 2019. Overall, there is a net underspend of £91k on Repairs and Maintenance, which primarily relates to the timing of expenditure on repairs and maintenance of pumping stations, Homeless Persons Units and other delegated areas. There are further underspends of £26k on Council Tax on void properties, and £81k on Grounds Maintenance budgets, £67k on Utility and Water costs and £10k on Cleaning Contract costs which relate to the timing of expenditure.
- 4.17 Supplies & Services costs are underspent by £77k at the end of June. There is a general underspend across most budget headings, which primarily relate to the timing of expenditure, the main factors being management & consultancy costs and IT costs of £35k.
- 4.18 We have received £37k less income at the end of June 2019. This primarily reflects the net impact of rental & service charge income being lost from dwellings and garages than assumed within the budget, through a combination of voids and the level of Right to Buy sales, along with the timing of acquisition and additions to our housing stock.

Forecast Outturn

- 4.19 The HRA is currently forecast to be on budget at the year-end. Any underspend or overspend that occurs in the year will be used to fund a greater/lesser proportion of our Housing Capital Programme through a variation to the Revenue Contribution to Capital.

5. Standard References

- 5.1 Having considered consultation, publicity, equality, diversity and human rights, community safety, and health and safety implications, there are none that are significant to the matters in this report.

6. Strategic Plan references

- 6.1. The priorities within the Strategic Plan are reflected in the Medium-Term Financial Forecast. This makes assumptions regarding government grant/funding and Council Tax income, and identifies where necessary savings will be found in order to achieve a balanced budget. The 2019/20 revenue budget was prepared in accordance with the Strategic Plan's priorities, in the context of the Council facing growing financial pressures. Budget monitoring enables the financial performance against these priorities to be assessed.

7. Financial implications

- 7.1. As set out above.

8. Risk management implications

- 8.1. Risk management is used throughout the budget cycle, and this is reflected in the strategic risk register. The 2019/20 revenue budget report that was approved by Council in February 2019 detailed a number of potentially significant risk areas that had been identified during the budget process. In addition, Assistant Directors identify a number of both positive and negative risk areas during the year.

Background Papers

None

Period 3 – Current Budget Variances and Forecast Outturn Variances by Service Area

		Position to date			Forecast Outturn		
Area		Spend	Income	Net	Spend	Income	Net
		£'000	£'000	£'000	£'000	£'000	£'000
Corporate & Democratic Core		(21)	(43)	(64)	2	-	2
Total		(21)	(43)	(64)	2	-	2
Executive Management Team							
EMT		3	-	3	5	-	5
Total		3	-	3	5	-	5
Community							
Assistant Director Communities		1	-	1	-	-	-
Licensing & Food Safety		12	3	15	16	-	16
Community Safety		1	-	1	(19)	-	(19)
Environmental Health Services		(4)	1	(3)	(1)	-	(1)
Building Control		(4)	(5)	(9)	2	-	2
Community Initiatives		(35)	13	(22)	(95)	50	(45)
Private Sector Housing		(22)	(18)	(40)	(82)	(26)	(108)
Bereavement Services		(45)	54	9	(17)	-	(17)
Cultural Services		(5)	2	(3)	-	-	-
Colchester Museums		3	(2)	1	-	-	-
Subtotal		(98)	48	(50)	(196)	24	(172)
Colchester & Ipswich Museums		26	(6)	20	24	(8)	16
Total		(72)	42	(30)	(172)	16	(156)
Customer							
Assistant Director Customers		-	-	-	-	-	-
Customer Business		20	(13)	7	31	(49)	(18)
Local Taxation & Business Rates		(12)	(11)	(23)	(7)	-	(7)
Customer Solutions		9	(130)	(121)	10	(60)	(50)
Customer Experience		(34)	27	(7)	(73)	56	(17)
Electoral Services		51	-	51	(17)	-	(17)
Subtotal		34	(127)	(93)	(56)	(53)	(109)
Benefits - Payments & Subsidy		(938)	1,472	534	-	-	-
Total		(904)	1,345	441	(56)	(53)	(109)
Environment							
Assistant Director Environment		2	-	2	(7)	-	(7)
Neighbourhood Services		(156)	63	(93)	450	(52)	398
Zones		2	3	5	-	-	-

		Position to date			Forecast Outturn		
	Area	Spend	Income	Net	Spend	Income	Net
		£'000	£'000	£'000	£'000	£'000	£'000
	Car Parking	19	(1)	18	(10)	(20)	(30)
	Subtotal	(133)	65	(68)	433	(72)	361
	Parking Partnership (NEPP)	56	137	193	(163)	-	(163)
	Total	(77)	202	125	270	(72)	198
	Policy & Corporate						
	Assistant Director Policy & Corporate	(18)	-	(18)	(30)	-	(30)
	Finance	(30)	-	(30)	19	-	19
	ICT	8	5	13	10	-	10
	People and Performance	1	13	14	(1)	-	(1)
	Governance	(49)	16	(33)	7	-	7
	Place Strategy	(11)	5	(6)	12	-	12
	Planning	49	44	93	(12)	-	(12)
	Housing	77	(41)	36	-	-	-
	Communications	(4)	2	(2)	3	-	3
	Garden Communities	2	-	2	-	-	-
	Subtotal	25	44	69	8	-	8
	<i>Company Related:-</i>						
	Client – Commercial Company	67	-	67	-	-	-
	Corporate Asset Management	(11)	20	9	(16)	-	(16)
	Commercial & Investment	(8)	(187)	(195)	175	90	265
	Sport & Leisure	(167)	44	(123)	(110)	109	(1)
	Total	(94)	(79)	(173)	57	199	256
	Total (excl. Benefits, NEPP & JMC)	(309)	(136)	(445)	245	98	343
	Total (all)	(1,165)	1,467	302	106	90	196

Current Budget Variances and Forecast Outturn Variances by Subjective Group

		Position to date			Forecast Outturn		
		Actual	Budget	Variance	Actual	Budget	Variance
	Subjective	£'000	£'000	£'000	£'000	£'000	£'000
	Expenditure						
	Employees	5,758	5,732	26	22,991	22,930	61
	Premises Related	2,637	2,901	(264)	7,498	7,521	(23)
	Transport Related	435	541	(106)	2,900	2,904	(4)
	Supplies & Services	2,451	2,392	59	7,909	7,726	183
	Third Party Payments	1,499	1,552	(53)	4,429	4,401	28
	Transfer Payments	102	73	29	293	293	0
	Capital Financing Costs	0	0	0	110	110	0
	Total	12,882	13,191	(309)	46,130	45,885	245
	Income						
	Government Grant	(270)	(142)	(128)	(373)	(323)	(50)
	Other Grants & Reimbursements	(862)	(755)	(107)	(3,631)	(3,478)	(153)
	Customer & Client Receipts	(5,233)	(5,330)	97	(21,184)	(21,497)	313
	Income-Interest	(44)	(46)	2	(195)	(183)	(12)
	Inter Account Transfers	0	0	0	0	0	0
	Total	(6,409)	(6,273)	(136)	(25,383)	(25,481)	98
	Net	6,473	6,918	(445)	20,747	20,404	343

Forecast Outturn Variances

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Community Services				
Licensing and Food Safety	16	-	16	Employees overspend of £9k (2.3%) is partly due to not having had sufficient vacant posts to date to achieve the vacancy factor target, plus £6k overspend on training. Further £6k (18.8%) overspend in Supplies & Services costs primarily on Vet fees.
Community Safety	(19)	-	(19)	Employees underspend on Equality & Safeguarding (22.4%)
Environmental Health Services	(1)	-	(1)	Small underspend.
Building Control	2	-	2	Small overspend.
Community Initiatives	(95)	50	(45)	Employees underspend due to vacant posts and appointment of an apprentice. Overall net £21k underspend in Lion Walk following the transition of the service to Age Concern.
Private Sector Housing	(82)	(26)	(108)	Employees underspend of £78k (16.8%) in PSH due to HMO vacant posts. Further salary underspend of £5k (5.9%) in Healthy homes. £26k more grant from CCG to cover full Healthy Homes manager salary.
Bereavement Services	(17)	-	(17)	Employees underspend of £17k (7.4%) due to a vacant post, which has now been filled.
Colchester and Ipswich Museums (CIMS)	24	(8)	16	CIMS is a ring-fenced budget. There is a forecast overspend of £7k (0.4%) on salaries, mainly due to relocation costs and some vacancy factor target yet to be met. Forecast of £15k (4.5%) overspend on costs relating to Exhibitions (material and removal

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
				costs). £8k (0.6%) additional grant income towards Adorn and Wonder Walls exhibitions.
Customer Services				
Customer Business	31	(49)	(18)	The net position is due to extra income from the MacMillan contract which is not currently budgeted but will be included in the budget next year. We have also received extra unbudgeted income from the Town Centre BID. (10%).
Local Taxation & Business Rates	(7)	-	(7)	Underspend relates to employee costs within the Council Tax team due to a vacant post (4%).
Customer Solutions	10	(60)	(50)	The net position is due to £50k extra income from DWP (100%).
Customer Experience	(73)	56	(17)	Net underspend relates to reduced employee costs within the Contact & Support Centre (10.87%) and the Digital Development team (5.54%) due to vacant posts. Land Charges income is forecast to be a net £56k less than the budget (29%).
Electoral Services	(17)	-	(17)	The net underspend relates to reduced employee costs due to a team restructure. (11%)
Environmental Services				
Assistant Director Environment	(7)	-	(7)	An employee underspend is due to a reduction in the PA's hours.
Neighbourhood Services	450	(52)	398	Following negotiations with ECC £95k more income is being forecast which represents additional food waste credits (6.91%.) This is partially offset by a shortfall in Market and Street trading (22.3%) although actions are now being taken to increase fee income so this shortfall may reduce. £175k Employee overspends are forecast due to not having had sufficient vacant posts yet this year to achieve the budget target for vacancies as a result of pressure on Refuse and Recycling Collections (2.99%). £250k overspend is forecast on Employee

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
				costs due to redundancy and pension strain payments paid out of 'in-year' budget following the Waste and Zones Futures review. Clear sacks and caddie stock levels are high and although purchasing for recycling kit is expected to slow down as a result of the introduction of a Voucher for all kit, £50k overspend is forecast (22.42%). This will be monitored against demand.
Car Parking	(10)	(20)	(30)	£10k underspend forecast on NNDR costs (1%). £20k additional income forecast for Season Tickets and PCN's (9%).
North Essex Parking Partnership (NEPP)	(163)	-	(163)	NEPP budgets are ring-fenced and are expected to operate within budget, with any surplus or deficit being transferred to the Decriminalised Parking Reserve at year-end.
Executive Management Team				
Executive Management Team	5	-	5	Overspend forecast due to recruitment costs (100%), partially offset by underspend on salaries due to vacant post (1%).
Policy & Corporate (incl. CDC)				
Corporate & Democratic Core	2	-	2	Overspend on parish council grants (3%).
Assistant Director Policy & Corp	(30)	-	(30)	Forecast underspend on salaries due to change of Assistant Director (23%).
Finance	19	-	19	Forecast overspends on employee costs due to recruitment costs and agency costs to cover two vacant posts, partially offset due to vacant posts (2%).
ICT	10	-	10	Forecast overspend on employee costs mainly due to not having had sufficient vacant posts yet this year to achieve the budget target for vacancies (0.6%).
People & Performance	(1)	-	(1)	Two months underspend forecast on payroll inter-authority payment as commenced in June (17%). Overspend forecast on employee costs mainly due to not having had sufficient vacant

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
				posts yet this year to achieve the budget target for vacancies (0.9%).
Governance	7	-	7	Overspend forecast on committee printing costs (42%) and across employee costs (0.3%).
Place Strategy	12	-	12	Forecast overspend on employee costs mainly due to not having had sufficient vacant posts yet this year to achieve the budget target for vacancies (1%) and £3k unbudgeted management and consultancy costs in enforcement (100%).
Planning	(12)	-	(12)	Underspend forecast on employee costs due to vacant posts (2%), offsetting overspend on software licences (100%).
Communications	3	-	3	Forecast overspend on licences (14%).
Corporate Asset Management	(16)		(16)	Underspend on cleaning contract due to re-tender coming in less than budget (8%) offsetting unbudgeted works to Council Chamber in Town Hall (100%).
Commercial & Investment	175	90	265	Commercial properties have some small unplanned cost pressures including responsive repairs, business rates and water although the repairs cost will be offset by insurance income - overall a £30k (13%) overspend has been forecast. £120k one-off cost for the amendments to the lease of the River Colne, and £25k associated with the removal of 2 boats from the Hythe. Income is forecast to be a net £90k (2.4%) lower than budget. There is a £100k shortfall forecast in relation to the Northern Gateway site as this is unlikely to be achieved in 19/20 as updated planning consent is to be sought. A £31k shortfall has been forecast against the Culver Centre following announcements of a rent reductions in relation to the Debenhams store. These have been offset by a £12k gain in relation to the David Lloyd site and £13k on the Nunns Road car park.

Service Area	Variance			Comment
	Spend £'000	Income £'000	Net £'000	
Sport and Leisure	(110)	109	(1)	<p>Expenditure savings have been forecast on utility costs based on recent Smith Bellerby estimates - £5k (3.5%) water, £26k (13.6%) electricity and £14k (6.9%) on gas. Employee savings due to vacancies and restructuring have been forecast at £32k (1.2%). Supplies and services have a forecast pressure of £4.5k in relation to PPL/PRS licences across all sites.</p> <p>An income shortfall of £109k (2%) is forecast. This includes a shortfall on Lifestyles membership sales £15k, (the year to-date average growth up to end of June is at 1.12%, however, this is 4.2% down compared to year to date profile. June results were an improvement on April and May and therefore, the under-recovery year to date has been forecast with the remaining months hitting profiled targets). Beauty Therapy, Aqua Springs, Activa Gym, Aerobics and Tiptree all forecasting to hit income targets at this stage, with an improvement in Dryside income of £10.5k. All other areas of income forecasting to be less than target include £21k pools, £20k swimming lessons, £36.5k Zoggs' sales, £16k catering and £7.8k from the car park.</p>

June 2019 Account Description	Current Period - June 2019			Forecast Year-End Position		
	Profiled Budget to Period 3 £'000	Actual to Period 3 £'000	Variance (under) / over £'000	Annual Budget £'000	Projected Outturn £'000	Variance (under) / over £'000
HRA - Direct & Non-Direct						
EXPENDITURE						
Employees	43	46	3	177	177	-
Premises Related	1,718	1,442	(276)	6,838	6,838	-
Transport Related	-	-	-			
Supplies & Services	212	135	(77)	1,097	1,097	-
Third Party Payments	1,179	1,174	(5)	3,545	3,545	-
Transfer Payments	47	10	(37)	188	188	-
Support Services	805	805	-	3,444	3,444	-
Capital Financing Costs	-	-	-	14,949	14,949	-
TOTAL EXPENDITURE	4,004	3,612	(392)	30,238	30,238	-
INCOME						
Other Grants & Reimbursements	(32)	(23)	9	(129)	(129)	-
Customer & Client Receipts	(7,996)	(7,959)	37	(29,782)	(29,782)	-
Income-Interest	-	-	-	(31)	(31)	-
Inter Account Transfers	-	-	-	(107)	(107)	-
TOTAL INCOME	(8,028)	(8,000)	46	(30,049)	(30,049)	-
TOTAL NET - HRA	(4,024)	(4,370)	(346)	189	189	-

3 September 2019

Report of	Assistant Chief Executive	Author	Paul Cook ☎ 505861
Title	Update on approved capital programme 2019/20		
Wards affected	Not applicable		

1 Action required

- 1.1 To review progress on 2019/20 capital programme.

2 Reason for Scrutiny

- 2.1 To ensure that
- spending on projects is within agreed budgets
 - projects are delivered to the required level to support service delivery objectives
 - the Council maximises its available capital resources, supporting the Council's Treasury Management Strategy and associated statutory requirements.
 - Members have assurance that the key risks associated with the capital programme are being managed to ensure efficient and effective delivery of the programme.
- 2.2 This report also gives the Committee the opportunity to hold Service Managers and Portfolio Holders accountable for their budgets and project delivery.

3 Background

- 3.1 The capital programme covers General Fund services; the Housing Investment Programme, and Revolving Investment Fund (RIF) projects.
- 3.2 The capital programme for 2020/21 will be set as part of the budget process
- 3.3 The capital programme has been adjusted to reflect the financial impact of the 2018/19 capital outturn reported to Scrutiny Committee 30 June 2019.
- 3.4 The programme includes £21.9m for new schemes. The main changes are £19.8m for the 2019/20 Housing Investment Programme, £1.3m new Government Grant for Disabled Facilities Grants and £914k for additional borrowing to support lending to the new housing company. These changes to the Capital Programme are shown in the table below.

Additional schemes (£k)	
11,485	Housing Investment Programme revenue contributions
8,052	Housing Investment Programme external borrowing
914	Lending to Housing Company external borrowing
1,280	Disabled Facilities Grants – Government Grant
250	Housing Investment Programme – Capital receipts
21,981	

- 3.5 The table below provides a revised forecast of the capital programme by service area: Accrued capital spending for the first three months of the year totalled £6.7 million. It is expected total expenditure in 2019/20 will now be £67.8m.

SUMMARY	Total Programme	Spend Q1	2019/20	2020/21	2021/22
Communities	10,958	379	7,698	1,857	1,403
Environment	4,207	322	3,116	1,092	0
Policy & Corporate	43,723	2,462	13,144	30,539	40
Revolving Investment Fund (RIF)	29,413	2,966	23,276	6,137	0
Completed Schemes	158	10	158	0	0
Total (General Fund)	88,459	6,138	47,392	39,625	1,443
Housing Revenue Account	22,368	593	20,461	1,907	0
Total Capital Programme	110,828	6,731	67,853	41,532	1,443

4 Strategic Plan references

- 5.1 The Council's Capital Programme is aligned to the Strategic Plan.

6 Financial implications

- 6.1 Within the details of this report.

7 Risk management implications

- 7.1 Risk management issues are considered as part of individual capital projects. Currently the key risk within the capital programme as reported relates to the finalisation of funding arrangements to enable key schemes primarily within the RIF to progress. Relevant officers are endeavouring to formalise funding arrangements where necessary. The position is being continuously monitored.

8 Other standard references

- 8.1 Having considered consultation, publicity, equality, diversity and human rights, community safety, and health and safety implications, there are none that are significant to the matters in this report.

Background papers - None

Scheme Status Appendix

COMMUNITIES (£k)	Total	Spend Q1	2019/20	2020/21	2021/22	RAG
Tiptree P C - Store & WCs S106	89	0	89	0	0	G
St Luke's Church Hall Tiptree	42	0	42	0	0	G
Collingwood Road Scout Hut	70	33	70	0	0	G
Walls - new merged scheme	110	10	10	50	50	G
Heritage Lighting	146	1	146	0	0	G
Stanway Community Centre	118	1	118	0	0	G
Mercury Theatre Redevelopment Phase 2	6,631	153	5,881	750	0	G
Cemetery Extension	39	0	39	0	0	G
Cemetery Exterior Lighting	20	0	20	0	0	G
Mandatory Disabled Facilities Grants	3,459	176	1,222	957	1,280	A
Private Sector Renewals - Loans and Grants	235	4	62	100	73	G
	10,958	379	7,698	1,857	1,403	

Comments on Mandatory Facilities Grant	<p>The Disabled Facilities Grant is a mandatory grant to pay for adaptations to enable disabled people to remain living at home with increased independence.</p> <p>The newly formed Health Homes Team is now in place. There is currently one F/T vacancy for a Healthy Homes Support Officer within the team that is out to advert.</p> <p>There has been a total of 18 grants paid in Quarter 1. There are 38 grants approved with a total commitment standing at £320k at the end of Quarter 1. (As of 08/08/19 there are 55 grants approved and the current financial commitment is £443k).</p> <p>There was a total of 62 DFGs completed in 2018/19, compared to 80 in 2017/18. In 19/20, there have been a total of 26 DFGs completed as of 08/08/19. If the majority of committed cases are completed and paid in year, combined with in house staffing costs expenditure should be approx. £600-650k, however, new grant application are being received each week.</p>
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ENVIRONMENT (£k)	Total Programme	Spend Q1	2019/20	2020/21	2021/22	RAG
Shrub End Depot	1,041	0	100	941	0	A
Waste Fleet Vehicles	2,816	216	2,665	151	0	G
Wivenhoe Adult Gym	16	0	16	0	0	G
Castle Park Cricket Pavilion Extension S106	125	0	125	0	0	G
Castle Park Improvements	183	106	183	0	0	G
Mile End Sports Ground	2	0	2	0	0	G
Highwoods Country Park - Coffee Shop improvements	25	0	25	0	0	G
	4,207	322	3,116	1,092	0	
Comments on Shrub End Depot	Preliminary works have been undertaken to provide sufficient space for staff in the new Neighbourhoods Service to collocate at Shrub End. Project planning has commenced for the remaining redevelopment works to make the Depot fit for the future					

POLICY & CORPORATE (£k)	Total Programme	Spend Q1	2019/20	2020/21	2021/22	RAG
Assistance to Registered Housing Providers	36	0	36	0	0	G
Use of 1-4-1 Right to Buy Receipts	671	112	112	519	40	G
Purchase of properties for temporary accommodation	54	1	54	0	0	G
Lending to new Council Housing Company	28,800	400	1,000	27,800	0	A
Equity Investment in CCHL	7,300	1,500	7,000	300	0	G
Equity investment in CAEL	80	80	80	0	0	G
Facility Loan to CAEL	2,520	400	1,300	1,220	0	A
District Heating Project North	0	(43)	0	0	0	G
Colchester Northern Gateway Heat Network	4,089	0	3,389	700	0	G
CCTV Monitoring	87	12	87	0	0	G
LWC - Aqua Springs Refurbishment	85	0	85	0	0	G
	43,723	2,462	13,144	30,539	40	
Comments on Lending to new Housing Company	The programme will be delivered but the advances will be made mainly in 2020/21					
Comments on Facility Loan to CAEL	The programme will be delivered but some advances will be made mainly in 2020/21					

REVOLVING INVESTMENT FUND (£k)	Total Programme	Spend Q1	2019/20	2020/21	2021/22	RAG
Northern Gateway North	56	3	56	0	0	G
CNGN - Mile End Cricket	14	0	14	0	0	G
CNGN - Sports Hub	21,930	2,419	20,229	1,701	0	A
Northern Gateway South	30	33	30	0	0	G
CNGS - Detailed Planning	214	158	214	0	0	G
CNGS - Boulevard	3,250	72	500	2,750	0	G
Development Site (jnct 28)	0	0	0	0	0	G
Town Centre	2,185	102	500	1,685	0	A
Jacks - St Nicholas St	644	113	644	0	0	G
St Nicholas Square & Balcerne Gardens	26	2	26	0	0	G
Sheepen Road	0	0	0	0	0	G
Sheepen Road Phase 2	85	54	85	0	0	G
St Botolphs Public Realm	118	0	118	0	0	G
East Colchester Enabling Fund	213	0	213	0	0	G
Breakers Park	69	0	69	0	0	G
Site Disposal Costs	5	0	5	0	0	G
Moler Works Site	3	0	3	0	0	G
Digital Strategy - feasibility	160	10	160	0	0	G
Sport & Leisure Asset Review	120	0	120	0	0	G
Grow-on former Queen St Bus Depot	31	0	31	0	0	G
Broad Lane Sports Ground Wivenhoe	12	0	12	0	0	G
Pre development/feasibility funds	250	0	250	0	0	G

29,413	2,966	23,276	6,137	0
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Comments on Sports Hub	Main contractor on site and work is well underway with target completion of May 2020. Work ongoing to satisfy funding conditions from sports funders and HIF
Comments on Town Centre	The programme will be delivered but some spend in 2020/21

HOUSING REVENUE ACCOUNT	Total Programme	Spend Q1	2019/20	2020/21	2021/22	RAG
Housing Improvement Programme	8,663	(532)	8,663	0	0	G
Adaptations to Housing Stock	722	76	722	0	0	G
Sheltered Accommodation	300	0	300	0	0	G
Housing ICT Development	617	0	617	0	0	G
Council House New Build	759	71	759	0	0	G
Purchase of properties - HRA	7,400	975	7,400	0	0	G
New Build on Garage Sites	3,907	4	2,000	1,907	0	A
	22,368	593	20,461	1,907	0	
Comments on New Build on Garage Sites	It is expected part of this allocation will be used for the Mill Road development					
Comments on Town Centre	The programme will be delivered but some spend in 2020/21					

Status Key

Status	Definition	Action
Red	There are significant issues with one or more aspects of the scheme (time, cost, scope), which require corrective action to meet the project objectives. The issue cannot be mitigated by the project manager or project team.	Escalate to project sponsor immediately. Highlight to PMB and the Scrutiny Panel.
Amber	Timing differences identified or one or more aspects of the project are at risk and are being flagged. Project performance is expected to be addressed by the project manager or project team.	Reprofiling or briefing to project sponsor. Report as part of overall summary.
Green	All aspects of the project are performing to plan.	No action required. Report as part of overall summary.

3 September 2019

Report of	Assistant Director, Policy & Corporate	Author	Paul Cook
Title	Treasury Management Strategy (TMS) – Annual Review 2018/19		
Wards affected	Not applicable		

1 Executive Summary

- 1.1 This report is part of the cycle of monitoring treasury management in the Council. The TMS covers all the borrowing and investment activities of the Council. The TMS sets prudential indicators for the year.
 - 1.1.1 The Council sets its treasury management strategy as part of the annual revenue budget process. The 2020/21 Treasury Management Strategy (TMS) will therefore go forward to Cabinet in January 2020 and on to Council in February 2020. The 2018/19 TMS was approved by Council on 21 February 2018.
 - 1.1.2 The Governance and Audit Committee receives a mid-year TMS update to ensure compliance with the agreed TMS. For the 2018/19 Strategy the report was considered on 13 November 2018. For the 2019/20 TMS the mid-year update is programmed for 26 November 2019.
 - 1.1.3 The Scrutiny Panel and Governance and Audit Committee receive. an annual review looking back at the completed financial year.
 - 1.1.4 This report is the annual review for 2018/19. This report was considered by Scrutiny Panel on 16 July 2019, who resolved that
 - The Panel considered the report
 - It be noted that the Council operated in accord and within the boundaries of the Treasury Management prudential indicators for 2018/19
 - The satisfactory performance of Link Asset Services be noted.
- 1.2 This 2018/19 annual review confirms to Governance and Audit Committee that the Council operated within all TMS prudential indicators set for 2018/19.

2 Action required

- 2.1 The Committee is asked to consider the TMS Annual Review 2018/19.
- 2.2 To note that the Council operated in accord and are within the boundaries of the TMS prudential indicators set for 2018/19
- 2.3 The Committee is asked to note the satisfactory performance of Link Asset Services.

3 Reason for report

- 3.1 The CIPFA Treasury Management Code of Practice requires the Council to produce three main reports each year, which are all required to be scrutinised and reviewed:

- the Treasury Management Strategy Statement.
- the Mid-Year Treasury Management Report.
- the Annual Treasury Management Review (this report).

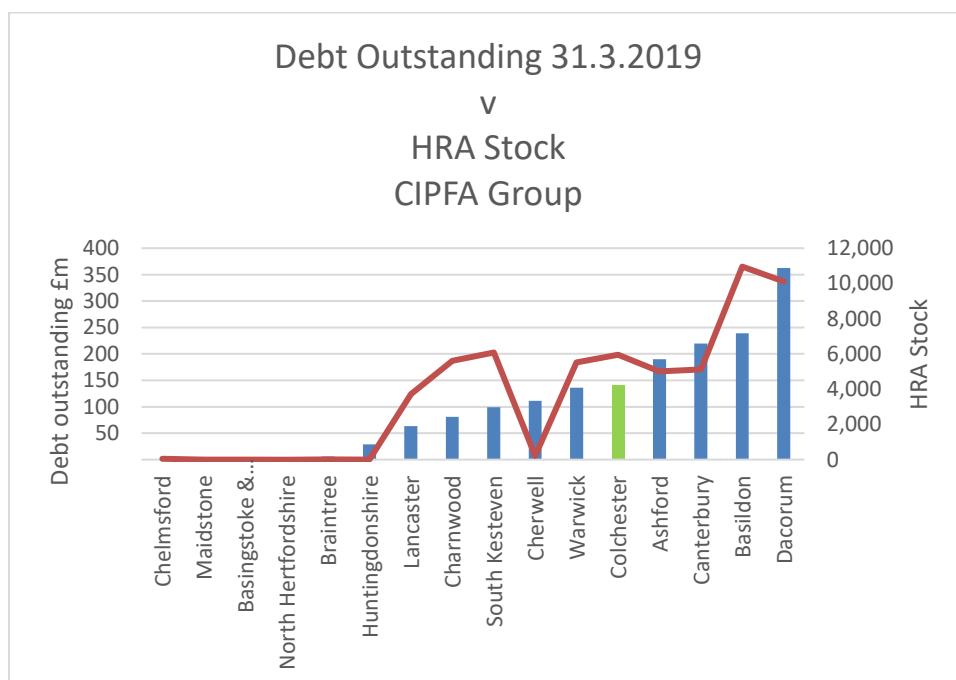
4 Treasury Management Review 2018/19

4.1 The Annual Treasury Management Review 2018/19 is attached as a separate document.

5. Borrowing Performance

5.1 To meet 2018/19 funding requirements the Council used internal funds in place of borrowing externally. It was not considered necessary to commit to external borrowing as the cost would have been significantly higher than the very low cash investment rates available for internal funds. External borrowing therefore remained at £141.094 million throughout the year. This approach will require review for 2020/21. An increase in Public Works Loan Board (PWLB) rates could result in increased long term costs for the Council when the Council borrows to replace the internal funds.

5.2 The chart shows Colchester's borrowing compared to its CIPFA neighbour group. Whilst the Council is not the highest borrower, many of the group do not have a borrowing exposure. As also set out in the chart borrowing levels are largely explained by past decisions on housing stock retention and the authorities' position at the self-financing housing settlement. The affordable level of debt for Colchester will be further considered in the Council's Capital Strategy. It is expected this will be reported to a future Cabinet.



TMS Prudential Indicators Borrowing				
Indicator	2017/18	2018/19 Strategy	2018/19 Actual	Comments
	£m	£m	£m	
General Fund Capital Expenditure	17.005	38.604	25.104	2018/19 underspend already reported to Scrutiny
New Borrowing Requirement	1.291	10.263	8.835	Lower than planned as programme underspend

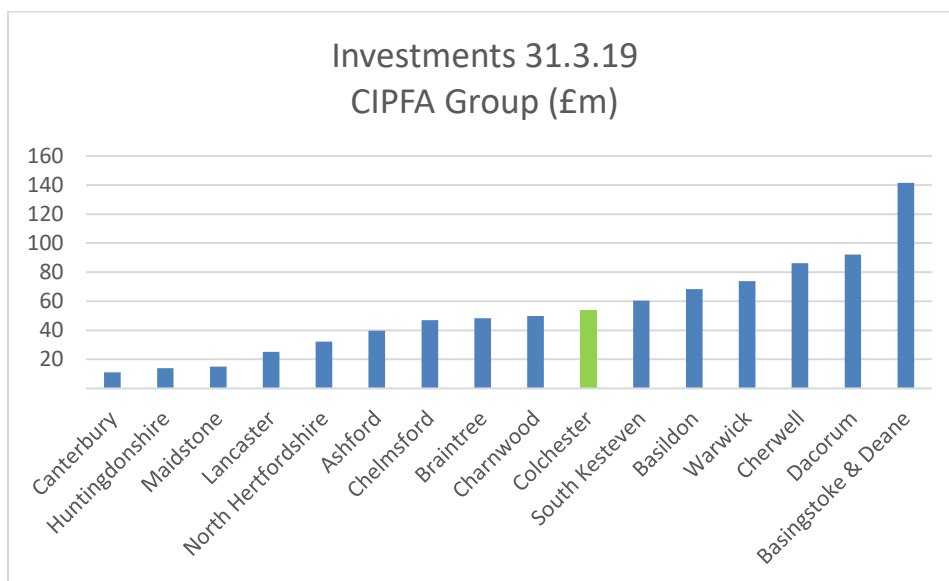
Capital Financing Requirement	154.864	163.952	162.355	As above
Authorised Borrowing Limit	169.635	180.252	141.094	Operated within the limit
Operational Boundary	140.537	159.613	141.094	Operated within the limit
Actual financing as a proportion of net revenue stream general fund	10.93%	12.26%	8.15%	Operated within the limit
Maturity Structure				
< 1 year	3.9%	15%	3.9%	No new borrowing is undertaken that will cause a limit to be exceeded. Over time the period to maturity of existing loans decreases and may cause variations. The strategy limits exceed 100% in total allowing some flexibility to choose loan maturities.
1 to 2	0.0%	15%	0.0%	
2 to 5	15.6%	15%	15.6%	
5 to 10	0.5%	15%	0.5%	
10 to 20	10.2%	30%	10.2%	
20 to 30	25.5%	30%	25.5%	
30 to 40	25.1%	40%	25.1%	
40 to 50	12.9%	40%	12.9%	
50+	6.3%	10%	6.3%	
Average borrowing rate	4.46%		4.46%	No change from 2017/18 as no new borrowing.

6. Investment Performance

- 6.1 The investment policy reflected the Council's low appetite for risk. The financial year continued the challenging low return investment environment of previous years. The Council's investments at the end of the year totalled £54.212 million. The rate of return achieved was 0.94%. To understand comparative performance an analysis of 2018/19 results will be reported to a future committee. Colchester appears to have an average level of investment for its comparator group.

TMS Prudential Indicators Investment				
Indicator	2017/18	2018/19 Strategy	2018/19 Actual	Comments
	£m	£m	£m	
Creditworthiness	Link creditworthiness system			All investments within policy
Country Limits		AA-		All investments within policy
Non-UK not to exceed		£15m		All investments within policy
Return on in-house funds (LIBID 3 Month)	0.41%	0.72% (Actual LIBID)	0.78%	Improved return

Maximum Principal invested 365 days +	5.000	5.000	0.481	All investments within policy
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7. Treasury Management Advisors

- 7.1 The Council employs Link Asset Services to provide a treasury management consultancy service. Their remit includes advice on borrowing, investments, counterparty credit details and general capital accounting information. Their performance was considered satisfactory in 2018/19.

8. Strategic Plan references

- 8.1 Prudent treasury management underpins the budget strategy required to deliver all Strategic Plan priorities.

9 Publicity considerations

- 9.1 **Appendix A** to the annual report is confidential.

10 Financial implications

- 10.1 Interest paid and earned on borrowing and investments are reflected in the Central Loans and Investment Account (CLIA). Outturn figures for 2018/19 show a favourable variance of £97k. This variance arises from additional borrowing costs offset by higher investment due to the level of cash balances available.

11 Risk management implications

- 11.1 Risk Management is essential to effective treasury management. The Council's Treasury Management Policy Statement contains a section on treasury Risk Management (TMP1).
- 11.2 TMP1 covers the following areas of risk all of which are considered as part of our treasury management activities:
- Credit and counterparty risk
 - Liquidity risk
 - Interest rate risk
 - Exchange rate risk
 - Refinancing risk
 - Legal and regulatory risk
 - Fraud, error and corruption, and contingency management

- Market risk

12 Other standard references

- 12.1 Having considered consultation, equality, diversity and human rights, community safety, and health and safety implications, there are none that are significant to the matters in this report.

Appendices

Appendix A list of investments (Confidential)

Governance and Audit Committee

Item
12

3 September 2019

Report of	Assistant Director of Policy and Corporate	Author	Zoe Gentry ☎ 506055
Title	Work Programme 2019-20		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2019-2020 for the Governance and Audit Committee. This provides details of the reports that are scheduled for each meeting during the municipal year.

2. Recommended Decision

- 2.1 The Committee is asked to note the contents Committee's Work Programme for 2019-20.

3. Alternative Options

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

4. Background Information

- 4.1 The Governance and Audit Committee deals with the approval of the Council's Statement of Accounts, audit, other miscellaneous regulatory matters and standards.
- 4.2 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.

5. Standard References

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

6. Strategic Plan References

- 6.1 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.
- 6.2 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 2019-20

Governance and Audit Commit
Meeting date / Agenda items -
Governance and Audit Committee - 25 June 2019 <u>Reports to be received by 14 June 2019</u>
Governance and Audit Committee briefing – 18 June 2019 6.30pm
<ol style="list-style-type: none"> 1. Draft Annual Statement of Accounts 2018/19 2. Year End Internal Audit Assurance Report 2018/19 3. Review of the Governance Framework and Draft Annual Governance Statement 4. Committee on Standards in Public Life Consultation on Local Government Ethical Standards Response 5. Polling District and Polling Place Review 6. CCHL – Annual report
Governance and Audit Committee - 30 July 2019 <u>Reports to be received by 19 July 2019</u>
Governance and Audit Committee briefing – 23 July 2019 6pm followed by Statement of Accounts training session
<ol style="list-style-type: none"> 1. Audited Statement of Accounts 2018/19 and Annual Audit letter 2. 2018/19 Year End Review of Risk Management
Governance and Audit Committee - 3 September 2019 <u>Reports to be received by 23 August 2019</u>
Governance and Audit Committee briefing – 27 August 2019 6pm
<ol style="list-style-type: none"> 1. Colchester Borough Homes Annual Report and Governance Statement 2. Financial Monitoring Report – April to June 2019 3. Capital Expenditure Monitor 2019/20 4. Treasury Management 18/19 Report 5. Polling District and Polling Place Review

<p>Governance and Audit Committee - 29 October 2019 <u>Reports to be received by 16 October 2019</u></p>
<p>Governance and Audit Committee briefing – 21 October 2019 6pm</p>
<ol style="list-style-type: none"> 1. Local Government and Social Care Ombudsman Annual Review 2018/19 2. Health and Safety Policy and Annual Report 3. Equality and Safeguarding Annual Update
<p>Governance and Audit Committee – 26 November 2019 <u>Reports to be received by 15 November</u></p>
<p>Governance and Audit Committee Briefing –19 November 2019 6pm</p>
<p>-</p> <ol style="list-style-type: none"> 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 6. Treasury Management – Half Yearly Update 7. Annual Review of Business Continuity
<p>Governance and Audit Committee - 21 January 2020 <u>Reports to be received by 10 January 2020</u></p>
<p>Governance and Audit Committee briefing – 14 January 2020 6pm</p>
<ol style="list-style-type: none"> 1. Certification of Claims and Returns – Annual Report 2018/19 2. Interim Review of the Annual Governance Statement Action Plan 3. Risk Management Progress Report 4. Mid-Year Internal Audit Assurance Report 2019/20 5. CCHL Half-Year Performance Report 6. Annual Review of the Council’s Companies’ Business Plans
<p>Governance and Audit Committee - 10 March 2020 <u>Reports to be received by 28 February 2020</u></p>
<p>Governance and Audit Committee briefing – 3 March 2020 6pm</p>
<ol style="list-style-type: none"> 1. External Audit Plan for year ending 31 March 2020 2. Financial Monitoring Report 3. Capital Expenditure Monitor 2019/20 4. Internal Audit Plan 2020/21

