

## Governance and Audit Committee

Item  
**10**

20 October 2020

Report of	Assistant Director Corporate and Improvement Services	Author	Matthew Evans ☎ ext. 8006
Title	Work Programme 2020-2021		
Wards affected	Not applicable		

### 1. Executive Summary

- 1.1 This report sets out the current Work Programme 2020-2021 for the Governance and Audit Committee. This provides details of the reports that are scheduled for each meeting during the municipal year. Members will note that three items, reports on the Annual Audit Letter 2019/2020, the Audited Statement of Accounts 2019/2020 and Annual Audit letter and the Treasury Management Report 2019-20 have been moved from this meeting to the next meeting of this Committee in November. This is because the external auditors had not been able to complete the audit in time for the submission of these reports.

### 2. Recommended Decision

- 2.1 The Committee is asked to note the contents of the Work Programme for 2020-2021.

### 3. Reason for Recommended Decision

- 3.1 The Work Programme of this Committee is kept under review throughout the municipal year to ensure that business is progressed and Members have the opportunity to review upcoming agenda items.

### 4. Alternative Options

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

### 5. Background Information

- 5.1 The Governance and Audit Committee deals with the approval of the Council's Statement of Accounts, audit, other miscellaneous regulatory matters and standards.
- 5.2 The Committee's Work Programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each

meeting the opportunity is taken for the Work Programme to be reviewed and, if necessary, amended according to current circumstances.

## **6. Standard References**

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

## **7. Strategic Plan References**

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

## **WORK PROGRAMME 2020-21**

<b>Governance and Audit Committee</b>
<b>Meeting date / Agenda items -</b>
<b>Governance and Audit Committee - 23 June 2020</b>
<ol style="list-style-type: none"><li>1. Draft Annual Statement of Accounts 2019/2020</li><li>2. Year End Internal Audit Assurance Report 2019/2020</li><li>3. Review of the Governance Framework and Draft Annual Governance Statement</li><li>4. CCHL – Annual report</li></ol>
<b>Governance and Audit Committee - 28 July 2020</b>
<b>Governance and Audit Committee briefing followed by the following items -</b>
<ol style="list-style-type: none"><li>1. Review of Governance Framework and Draft Annual Governance Statement</li><li>2. LGA Consultation on a Model Code of Conduct for Councillors</li></ol>

3. Review of digital meetings following Covid-19

Governance and Audit Committee - **8 September 2020**

1. Colchester Borough Homes Annual Report and Governance Statement
2. Financial Monitoring Report – April to June 2020
3. Capital Expenditure Monitor 2020/2021
4. 2019/2020 Year End Review of Risk Management

Governance and Audit Committee - **20 October 2020**

1. Local Government and Social Care Ombudsman Annual Review 2019/2020
2. Health and Safety Policy and Annual Report
3. Review of digital meetings following Covid-19

Governance and Audit Committee – **24 November 2020**

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
8. Equality and Safeguarding Annual Update
9. Annual Audit Letter 2019/2020
10. Audited Statement of Accounts 2019/2020 and Annual Audit letter
11. Treasury Management Report 2019-20

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

1. Interim Review of the Annual Governance Statement Action Plan
2. Risk Management Progress Report
3. Mid-Year Internal Audit Assurance Report 2020/2021
4. CCHL Half-Year Performance Report
5. Annual Review of the Council's Companies' Business Plans

**Governance and Audit Committee - 23 March 2021**

1. External Audit Plan for year ending 31 March 2021 and Certification of Claims and Returns – Annual Report 2019/2020
2. Financial Monitoring Report
3. Capital Expenditure Monitor 2020/2021
4. Internal Audit Plan 2021/2022