

# Governance and Audit Committee Meeting

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

**Tuesday, 19 January 2021 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

### Access to information and meetings

You have the right of access to all meetings of the Council, its Committees and Cabinet which may be conducted remotely such as by live audio or video broadcast / webcast. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is published on the Council's website at least five working days before the meeting, and minutes once they are published. Dates of the meetings are available here:

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

Occasionally certain issues, for instance, commercially sensitive information or details concerning an individual have to be considered in private. When this is the case an announcement will be made, the live broadcast will end and the meeting will be moved to consider in private.

### Have Your Say!

The Council welcomes contributions in the form of written representations from members of the public at most public meetings. One single contribution to each meeting of no longer than 500 words may be made by each person which must be submitted via the form accessed by this link, before noon on the working day before the meeting date: Governance and Audit Have Your Say!

If you would like to submit representations to a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

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

E-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

[www.colchester.gov.uk](http://www.colchester.gov.uk)

# **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, 19 January 2021 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

**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 8 are normally dealt with briefly.**

**1 Welcome and Announcements (Virtual Meetings)**

The Chairman will welcome members of the public and Councillors to the meeting and remind those participating to mute their microphones when not talking. The Chairman will invite all Councillors and Officers participating in the meeting to introduce themselves. The Chairman will, at regular intervals, ask Councillors to indicate if they wish to speak or ask a question and Councillors will be invited to speak in turn by the Chairman. A vote on each item of business will be taken by roll call of each Councillor and the outcome of each vote will be confirmed by the Democratic Services Officer.

**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 Minutes of Previous Meeting**

The Councillors will be invited to confirm that the minutes of the meeting held on 20 October 2020 are a correct record.

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

9 - 16

**6 Have Your Say! (Virtual Meetings)**

Members of the public may make representations to the meeting. Each representation may be no longer than three minutes (500 words). Members of the public may register their wish to address the meeting by registering online by 12.00 noon on the working day before the meeting date. In addition a written copy of the representation will need to be supplied for use in the event of unforeseen technical difficulties preventing participation at the meeting itself.

**7 Colchester Commercial Holdings Ltd (CCHL) Business Plans 2021 - 2024**

17 - 34

To review, and make recommendations to Cabinet on, the new draft Colchester Commercial (Holdings) Limited Business Plans for 2021-24, and the subsidiary companies; including an overall recommendation to agree the Business Plans (with or without any changes).

To consider whether, given current global uncertainties, the Committee wish to recommend a shift to a 'rolling' three-year Business Plan period model to replace the set three-year Business Plan period.

To review the achievements of the Council's companies in 2020/21 and note the ongoing governance arrangements which are in place.

**8 Annual Audit Letter 2019/20 / Redmond Review Update**

35 - 58

The Annual Audit Letter summarises the conclusions and any significant issues arising from BDO's audit procedures for the year ended 31 March 2020.

**9 Mid-Year Internal Audit Assurance Report 2020/21**

59 - 82

The report summarises the performance of Internal Audit, and details the audits undertaken, between 1 April and 30 November 2020.

**10 Interim Review of the Annual Governance Statement Action Plan**

83 - 86

This report reviews the implementation of the actions highlighted on the 2019/20 Annual Governance Statement (AGS), which was reported to the Governance and Audit Committee in June 2020. The report included an action plan for issues to be resolved during the current financial year (2020/21).

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|----|--|-----------|
| 11 | <b>Risk Management Progress Report</b>   | 87 - 98   |
|    | This report provides members with an overview of the Council's risk management activity during the period from 01 April to 30 September 2020.  |           |
| 12 | <b>Treasury Management – Annual Review 2019/20</b>   | 99 - 112  |
|    | This report is part of the cycle of monitoring treasury management in the Council and follows the completion of the audit of the Council's Statement of Accounts. The Treasury Management Strategy (TMS) covers all the borrowing and investment activities of the Council.  |           |
| 13 | <b>Treasury Management Strategy - Mid Year Review Report 2020/21</b>   | 113 - 126 |
|    | The 2020/21 Treasury Management Strategy Statement (TMSS) was approved by Council on 13 February 2020. This report is a mid-year review of the Council's treasury management.  |           |
| 14 | <b>Annual Review of Business Continuity</b>  | 127 - 138 |
|    | This report provides Members with an overview of the of the Council's Business Continuity activity for the period from 01 October 2019 to 30 September 2020.   |           |
| 15 | <b>Increase in write-off delegation to £10,000</b>   | 139 - 140 |
|    | To consider increasing the limit for officers to write-off debts.  |           |
| 16 | <b>Work Programme 2020-2021</b>  | 141 - 144 |
|    | 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.  |           |
| 17 | <b>Exclusion of the Public (not Scrutiny or Executive)</b>   |           |
|    | 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). |           |

## **Part B**

### **(not open to the public including the press)**

18 **Colchester Commercial Holdings Ltd (CCHL) Business Plans - Part B**

The Committee are invited to approve the business plans of the subsidiary companies of Colchester Commercial Holdings Ltd.

19 **Investments held as at 31st March 2020**

Council investments held as at 31st March 2020

20 **Investments held as at the 30th September 2020**

Investments held as at the 30th September 2020.