

Governance and Audit Committee

Item
13

4 September 2018

Report of	Assistant Director of Policy and Corporate	Author	Jonathan Baker ☎ 282207
Title	Work Programme 2018-19		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2018-2019 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 2018-19.

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.
- 4.3 Due to the number of items scheduled for the October Governance and Audit Committee, work is underway to schedule an additional meeting in November. Further information will be circulated to the Committee when available, alongside which items will be going to each meeting.

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 2018-19

Meeting date / Agenda items
Governance and Audit Committee - 5 June 2018
Governance and Audit Committee briefing – 31 May 2018
<ol style="list-style-type: none"> 1. 2018/19 Audit and Certification Fees letter 2. Draft Annual Statement of Accounts 2017/18 3. Year End Internal Audit Assurance Report 2017/18 4. Review of the Governance Framework and Draft Annual Governance Statement 5. Committee on Standards in Public Life Consultation on Local Government Ethical Standards Response
Governance and Audit Committee - 10 July 2018
Governance and Audit Committee briefing – 3 July 2018
<ol style="list-style-type: none"> 1. Annual Statement of Accounts 2017/18 2. Review of Meetings and Ways of Working Update
Governance and Audit Committee - 4 September 2018
Governance and Audit Committee briefing – 28 August 2018
<ol style="list-style-type: none"> 1. Colchester Borough Homes Annual Report and Governance Statement 2. 2017/18 Year End Review of Risk Management 3. Annual Audit Letter 4. Publication of Annual Statement of Accounts 2017/18 5. Financial Monitoring Report – April to June 2018 6. Capital Expenditure Monitor 2018/19
Governance and Audit Committee - 30 October 2018
Governance and Audit Committee briefing – 23 October 2018
<ol style="list-style-type: none"> 1. Local Government and Social Care Ombudsman Annual Review 2017/18 2. Mid-Year Internal Audit Assurance Report 2018/19 3. Treasury Management – Half Yearly Update 4. Health and Safety Policy and Annual Report 5. Review of the Council's Ethical Governance Policies 6. Review of the Members' Code of Conduct and the Council's "Arrangements" 7. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Officers 8. Review of Local Code of Corporate Governance 9. Income and Debt Policy 10. Equality and Safeguarding Annual Update 11. Member/Officer Protocol Review
Governance and Audit Committee - 15 January 2019
Governance and Audit Committee briefing – 8 January 2019

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| <ol style="list-style-type: none">1. Certification of Claims and Returns – Annual Report 2017/182. Interim Review of the Annual Governance Statement Action Plan3. Risk Management Progress Report4. Annual Review of Business Continuity |
| Governance and Audit Committee - 5 March 2019 |
| Governance and Audit Committee briefing – 26 February 2019 |
| <ol style="list-style-type: none">1. External Audit Plan for year ending 31 March 20192. Financial Monitoring Report3. Capital Expenditure Monitor 2018/194. Internal Audit Plan 2018/19 |