

Governance and Audit Committee

Item
12

21 January 2020

Report of	Assistant Director Corporate and Improvement Services	Author	Matthew Evans ☎ ext. 8006
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 of the Work Programme for 2019-20.

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.
- 5.3 Members are asked to note that an additional item has been added to the Work Programme for the meeting scheduled on 10 March 2020. This item is an update report following the Polling District and Polling Place Review which

was initially considered by this Committee at the meeting of 03 September 2019.

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 2019-20

Governance and Audit Committee
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 and Code of Conduct refresher 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
Governance and Audit Committee - 29 October 2019
<u>Reports to be received by 16 October 2019</u>
Governance and Audit Committee briefing – 21 October 2019 6pm
<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 4. Annual Audit Letter 2018/19
Governance and Audit Committee – 26 November 2019
<u>Reports to be received by 15 November</u>
Governance and Audit Committee Briefing – 19 November 2019 6pm
<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

Governance and Audit Committee - **21 January 2020**

Reports to be received by 10 January 2020

Governance and Audit Committee briefing – **14 January 2020 6pm**

1. Interim Review of the Annual Governance Statement Action Plan
2. Risk Management Progress Report
3. Mid-Year Internal Audit Assurance Report 2019/20
4. CCHL Half-Year Performance Report
5. Annual Review of the Council's Companies' Business Plans
6. Review of the Local Code of Corporate Governance – clarified wording

Governance and Audit Committee - **10 March 2020**

Reports to be received by 28 February 2020

Governance and Audit Committee briefing – **3 March 2020 6pm**

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
5. Review of Meetings and Ways of Working Update
6. Review of Scheme of Delegation
7. Certification of Claims and Returns – Annual Report 2018/19
8. Polling District and Polling Station Place Review - update