



Governance and Audit Committee

Item
10

1 August 2023

Report of	Assistant Director Corporate and Improvement Services	Author	Matthew Evans ☎ ext. 8006
Title	Work Programme 2023-2024		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2023-2024 for the Governance and Audit Committee. This provides details of the reports that are scheduled for each meeting during the municipal year.
- 1.2 At its meeting on 20 June, the Committee requested that an additional meeting be scheduled for December 2023, and it is advised that work to arrange this meeting is ongoing.

2. Recommended Decision

- 2.1 The Committee is asked to note the contents of the Work Programme for 2023-2024.

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 2023-24

Governance and Audit Committee
Meeting date / Agenda items -
Governance and Audit Committee - 20 June 2023
<ol style="list-style-type: none">1. Year End Internal Audit Assurance Report 2022/20232. <u>Review of the Governance Framework and Draft Annual Governance Statement</u>
Governance and Audit Committee – 01 August 2023
<ol style="list-style-type: none">1. Update from the Council's external auditors, BDO.2. Verbal update from the Council's S151 Officer with regard to the Council's statement of accounts.3. 2022/2023 Year End Review of Risk Management
Governance and Audit Committee - 12 September 2023
<ol style="list-style-type: none">1. Colchester Borough Homes Annual Report and Governance Statement

2. Revenue Monitoring Report – April to June 2023/24
3. Capital Expenditure 2022/2023 Outturn, and Capital Expenditure and Review summary 22/23
4. 2022/2023 Revenue Outturn

Governance and Audit Committee - **17 October 2023**

1. Local Government and Social Care Ombudsman Annual Review 2022/2023
2. Health and Safety Policy and Annual Report
3. Treasury Management Report 2022/2023
4. 2023/24 Capital Monitor Q1 and Q2

Governance and Audit Committee – **28 November 2023**

1. Colchester Commercial Holdings Limited – Annual Report
2. Overview of the Council's Procurement Policy
3. Review of the Council's Ethical Governance Policies
4. Annual Review of the Members' Code of Conduct and the Council's Localism Act "Arrangements"
5. Review of Local Code of Corporate Governance
6. Review of Member/Officer Protocol
7. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Employees
8. Revenue Monitoring Report – July to September
9. Capital Monitoring Report – July to September
10. Treasury Management – Half Yearly Update

Governance and Audit Committee - **16 January 2024**

1. Interim Review of the Annual Governance Statement Action Plan
2. Risk Management Progress Report
3. Mid-Year Internal Audit Assurance Report 2023/2024
4. CCHL Half-Year Performance Report
5. Annual Review of the Council's Companies' Business Plans
6. Annual Review of Business Continuity

Governance and Audit Committee - **5 March 2024**

1. Internal Audit Plan 2024/2025
2. Revenue Monitoring Report – October to December
3. Capital Monitoring Report – October to December
4. Financial Monitoring Report