




Governance and Audit Committee

Item
12

18 June 2024

Report of	Chief Operating Officer	Author	Matthew Evans
Title	Work Programme 2024-2025		 ext. 8006
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out the current Work Programme 2024-2025 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 content of the Work Programme for 2024-2025.

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 2024-25

Governance and Audit Committee
Meeting date / Agenda items -
Governance and Audit Committee – 18 June 2024
<ol style="list-style-type: none">1. Colchester Borough Homes 2023/24 Performance and Assurance Report2. External Audit progress update3. Treasury Management Strategy (inc. Investment Strategy) 2024/254. Year End Internal Audit Assurance Report 2023/245. Review of the Governance Framework and Draft Annual Governance Statement
Governance and Audit Committee – 30 July 2024
<ol style="list-style-type: none">1. Colchester Fibre Update2. Year End Review of Risk Management3. Update on the Council's Procurement Policy4. CIPFA Audit Committee review5. Quarter 4 Budget Monitoring Report 2023/24 (Provisional Outturn)

Governance and Audit Committee - 10 September 2024

1. Colchester Borough Homes Quarter 1 Performance and Assurance Report
2. Draft Statement of Accounts 2023/24
3. Quarter 1 Budget Monitoring Report 2024/25
4. Quarter 1 Treasury Management Update 2024/25
5. Local Government and Social Care Ombudsman Annual Review 2023/2024
6. Health and Safety Policy and Annual Report
7. Capital Strategy 2024/25 to 2026/27

Governance and Audit Committee – 29 October 2024

Shareholder Committee meeting

1. Colchester Commercial (Holdings) Limited Annual Report
2. Colchester Borough Homes Annual Governance Statement

Governance and Audit Committee – 26 November 2024

1. Colchester Borough Homes Quarter 2 Performance and Assurance Report
2. Quarter 2 Budget Monitoring Report 2024/2025
3. Quarter 2 Treasury Management Update 2024/2025
4. Review of the Council's Ethical Governance Policies
5. Annual Review of the Members' Code of Conduct and the Council's Localism Act "Arrangements"
6. Review of Local Code of Corporate Governance
7. Review of Member/Officer Protocol
8. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Employees

Governance and Audit Committee – **17 December 2024**

1. Interim Review of the Annual Governance Statement Action Plan
2. Mid-Year Internal Audit Assurance Report 2024/2025
3. Annual Audit Letter 2023/2024
4. Equality and Safeguarding Annual Update

Governance and Audit Committee – **21 January 2025**

1. Risk Management Progress Report
2. Internal Audit Plan 2025/26
3. Annual Review of Business Continuity
4. Health and Safety Policy and Annual Report

Governance and Audit Committee – **25 February 2025**

1. Colchester Borough Homes Quarter 3 Performance and Assurance Report
2. Quarter 3 Budget Monitoring Report 2024/25
3. Quarter 3 Treasury Management Update 2024/25
4. Treasury Management Strategy (inc. Investment Strategy) 2025/26
5. Capital Strategy 2025/26 to 2027/28

ADDITIONAL MEETING – date TBC: Shareholder Committee Meeting

1. Half-year review of Colchester Commercial (Holdings) Limited
2. CCHL Business Plans
3. CBH Business Plans
4. Report from CCC Shareholder

