



Governance and Audit Committee

Item
12

17 October 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 The Committee is asked to note several modifications to its work programme, as the following reports which were due to be presented at this meeting will now be presented at the meeting of the Committee on 28 November 2023:

- The Polling District and Place review
- Treasury Management Report 2022/2023
- Capital Expenditure 2022/2023 Outturn, and Capital Expenditure and Review summary 22/23

With regard to the Treasury Management Report 2022/2023 and the Capital Expenditure 2022/2023 Outturn, and Capital Expenditure and Review summary 2022/2023 reports, unfortunately the year end has not been finalised, which means that these reports (which relies on final figures being available) are not yet ready to be presented. However, Officers are optimistic that this work will be finalised by the end of October, and these reports are expected to be presented to this Committee on 28 November 2023.

1.3 The Committee is further asked to note that the report which was on the work programme entitled 2023/24 Capital Monitor Q1 and Q2 is now defunct and has been replaced by an integrated quarterly report covering Revenue and Capital. Q1 was presented to this Committee on 12 September 2023, and Q2 will be presented at the meeting of 28 November 2023.

1.4 The Committee will note that additional items have been added to the work programme for the meeting of the Committee on 17 October 2023, in the form of reports concerning the draft statement of accounts 2021/2022 and Colchester Commercial (Holdings) Limited.

2. Recommended Decision

- 2.1 The Committee is asked to note the amended 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 Statement2. Revenue Monitoring Report – April to June 2023/243. 2022/2023 Revenue Outturn
Governance and Audit Committee - 17 October 2023
<ol style="list-style-type: none">1. Local Government and Social Care Ombudsman Annual Review 2022/20232. Health and Safety Policy and Annual Report3. Amphora Future Strategy4. Proposed Hibernation of Colchester Amphora Energy Limited5. Draft Statement of Accounts 2021/2022

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

1. Colchester Commercial Holdings Limited – Annual Report
2. Capital Expenditure Outturn 2022/2023
3. Treasury Management Outturn 2022/2023
4. Treasury Management Mid-Year Update 2023/2024
5. Quarter 2 Budget Monitoring Report 2023/2024
6. 2024/2025 Budget Update
7. Overview of the Council's Housing Stock
8. Polling District and Place Review

Governance and Audit Committee – **13 December 2023**

1. Overview of the Council's Procurement Policy
2. Review of the Council's Ethical Governance Policies
3. Annual Review of the Members' Code of Conduct and the Council's Localism Act "Arrangements"
4. Review of Local Code of Corporate Governance
5. Review of Member/Officer Protocol
6. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Employees

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
7. Polling District and Place Review results.

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