

# Governance and Audit Committee Meeting

**Online Meeting, Virtual Meeting Platform  
Tuesday, 23 June 2020 at 18:00**

**The Governance and Audit Committee** considers and approves the Council's Statement of Accounts and reviews the Council's annual audit letter. The Committee also deals with the Council's governance, risk management and audit arrangements. To make recommendations to the Council on functions such as Elections and bye laws, and determine Community Governance Reviews.

## Information for Members of the Public

### Access to information and meetings

You have the right of access to all meetings of the Council, its Committees and Cabinet which may be conducted remotely such as by live audio or video broadcast / webcast. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is published on the Council's website at least five working days before the meeting, and minutes once they are published. Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Occasionally certain issues, for instance, commercially sensitive information or details concerning an individual have to be considered in private. When this is the case an announcement will be made, the live broadcast will end and the meeting will be moved to consider in private.

### Have Your Say!

The Council welcomes contributions in the form of written representations from members of the public at most public meetings. One single contribution to each meeting of no longer than 500 words may be made by each person which must be submitted via the form accessed by this link, before noon on the working day before the meeting date: [Governance and Audit Have Your Say!](#)

If you would like to submit representations to a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

<https://colchester.cmis.uk.com/colchester/HaveYourSay.aspx>.

E-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)  
[www.colchester.gov.uk](http://www.colchester.gov.uk)

# **Governance and Audit Committee - Terms of Reference (but not limited to)**

## **Accounts and Audit**

To consider and approve the Council's Statement of Accounts and the Council's financial accounts, and review the Council's external auditor's annual audit letter.

## **Governance**

To consider the findings of the annual review of governance including the effectiveness of the system of internal audit and approve the signing of the Annual Governance Statement.

To have an overview of the Council's control arrangements including risk management and in particular with regard to the annual audit plan and work programme, and to approve the policies contained in the Council's Ethical Governance Framework.

## **Other regulatory matters**

To make recommendations to Council on functions such as elections, the name and status of areas and individuals, and byelaws.

To determine and approve Community Governance Reviews.

## **Standards in relation to Member Conduct**

To consider reports from the Monitoring Officer on the effectiveness of the Members' Code of Conduct, and to advise the Council on the adoption or revision of the Code.

To receive referrals from the Monitoring Officer into allegations of misconduct and to create a Hearings Sub-Committee to hear and determine complaints about Members and Co-opted Members referred to it by the Monitoring Officer.

To conduct hearings on behalf of the Parish and Town Councils and to make recommendation to Parish and Town Councils on improving standards or actions following a finding of a failure by a Parish or Town Councillor.

To inform Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints.

To grant dispensations, and to hear and determine appeals against refusal to grant dispensations by the Monitoring Officer.

To make recommendations to Council regarding the appointment of Independent Persons.

## **General**

To review of the Constitution including governance issues around formal meetings, processes and member training and to make recommendations to Council.

**COLCHESTER BOROUGH COUNCIL**  
**Governance and Audit Committee**  
**Tuesday, 23 June 2020 at 18:00**

**The Governance and Audit Committee Members are:**

Councillor Chris Pearson  
Councillor Sam McCarthy  
Councillor Nick Barlow  
Councillor Paul Dundas  
Councillor Mark Goacher  
Councillor Dennis Willetts  
Councillor Barbara Wood

**The Governance and Audit Committee Substitute Members are:**

All members of the Council who are not Cabinet members or members of this Panel.

**AGENDA**  
**THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING**  
**(Part A - open to the public)**

**Please note that Agenda items 1 to 8 are normally dealt with briefly.**

**1 Appointment of Chairman**

To appoint a Chairman for the forthcoming Municipal Year

**2 Appointment of Deputy Chairman**

To appoint a Deputy Chairman for the forthcoming Municipal Year

**3 Welcome and Announcements (Virtual Meetings)**

The Chairman will welcome members of the public and Councillors to the meeting and remind those participating to mute their microphones when not talking. The Chairman will invite all Councillors and Officers participating in the meeting to introduce themselves. The Chairman will, at regular intervals, ask Councillors to indicate if they wish to speak or ask a question and Councillors will be invited to speak in turn by the Chairman. A vote on each item of business will be taken by roll call of each Councillor and the outcome of each vote will be confirmed by the Democratic Services Officer.

**4 Substitutions**

Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

**5 Urgent Items**

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

**6 Declarations of Interest**

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

**7 Have Your Say! (Virtual Meetings)**

Members of the public may submit one written submission of no more than 500 words for consideration by the meeting which must be submitted online by noon on the working day before the meeting date. The Chairman will read out each submission either at the start of the meeting if it relates to a general matter or immediately before the officer presentation if it relates to an item of business being considered at the meeting.

**8 Minutes of Previous Meeting**

The Councillors will be invited to confirm that the minutes of the meeting held on 10 March 2020 are a correct record.

**Governance and Audit Minutes 10.03.20**

7 - 14

**9 Draft Annual Statement of Accounts 2019/2020**

15 - 182

The Committee will consider a report setting out the draft Annual Statement of Accounts 2019/2020.

**10 Year End Internal Audit Assurance Report 2019-2020**

183 -  
188

The Committee will hear a report summarising the performance of Internal Audit during the 2019/20 financial year, and details the audits undertaken between 1 October 2019 and 31 March 2020. Audits completed between 01 April and 30 September 2019, were reported on 21 January 2020.

**11 Review of the Governance Framework and Draft Annual Governance Statement**

189 -  
200

The Committee will hear a report detailing the Council's duty to produce an Annual Governance Statement that reviews the effectiveness of the Council's internal control systems for the 2019/2020 financial year, which is required for the 2019/2020 Statement of Accounts.

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|----|---|--------------|
| 12 | <b>Colchester Commercial Holdings Ltd Annual Report</b>   | 201 -<br>230 |
|    | <p>The Committee will hear a report providing the Committee, in its role as Shareholder Committee, with performance information for the second year of trading activities by Colchester Commercial Holdings Ltd (CCHL) and the subsidiary companies; Colchester Amphora Energy Ltd (CAEL), Colchester Amphora Homes Ltd (CAHL), Colchester Amphora Trading Ltd (CATL).</p>  |              |
| 13 | <b>Work Programme 2020-2021</b>   | 231 -<br>234 |
|    | <p>This report sets out the current Work Programme 2020-2021 for the Governance and Audit Committee. This provides details of the reports that are scheduled for each meeting during the municipal year.</p>  |              |
| 14 | <b>Exclusion of the Public (not Scrutiny or Executive)</b>  |              |
|    | <p>In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).</p> |              |

**Part B**  
**(not open to the public including the press)**