

13 September 2016

Report of	Assistant Chief Executive	Author	Jonathan Baker
Title	Work Programme 2016-17		☎ 282207
Wards affected	Not applicable		

This report sets out the current Work Programme 2016-2017 for the Governance and Audit Committee.

1. Decisions Required

- 1.1 The Committee is asked to note the contents Committee's Work Programme for 2016-17.

2. Alternative options

- 2.1 This function forms part of the Committee's Terms of Reference and, as such, no alternative options are presented.

3. Introduction

- 3.1 The Governance and Audit Committee deals with the approval of the Council's Statement of Accounts, audit, other miscellaneous regulatory matters and standards.
- 3.2 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.
- 3.3 Following agreement at Council on 27 July 2016 to amend the Governance and Audit Committees Term of Reference, the quarterly Revenue and Capital Monitor reports have been added to the agenda for this meeting. A further meeting of the Governance and Audit Committee will soon be arranged for towards the end of the municipal year, where the third quarter Revenue and Capital Monitor reports will be scheduled. In addition the Treasury Management – Half Yearly Update has been added to the November Governance and Audit Committee.
- 3.4 The previously scheduled Review of Contract Management has now been rescheduled for the October meeting.

4. Strategic Plan References

- 4.1 Governance is integral to the delivery of the Strategic Plan's vision themes of a vibrant, prosperous, thriving and welcoming Borough.
- 4.2 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.

5. Standard References

- 5.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

WORK PROGRAMME 2016-17

Meeting date / Agenda items
28 June 2016 <ol style="list-style-type: none">1. Audit Plan and Annual Audit & Certification Fees (Ernst and Young)2. Draft Annual Statement of Accounts 2015/16 (Finance Manager)3. Review of the Governance Framework and Draft Annual Governance Statement (Corporate Governance Manager)4. Year End Internal Audit Assurance Report 2015/16 (Audit Manager and Corporate Governance Manager)
26 July 2016 <ol style="list-style-type: none">1. Annual Statement of Accounts 2015/16 (Finance Manager)2. Complaints in relation to Councillor Buston3. Review of Council Meetings and Procedures4. 2015/16 Year End Review of Risk Management
13 September 2016 <ol style="list-style-type: none">1. Colchester Borough Homes Annual Report and Governance Statement2. Annual Statement of Accounts 2015/163. Financial Monitoring Report – April to June 20164. Capital Expenditure Monitor 2016/175. Review of Meetings and Ways of Working
11 October 2016 <ol style="list-style-type: none">1. Local Government Ombudsman Annual Review (Monitoring Officer)2. Review of the Council's Ethical Governance Policies (Monitoring Officer)3. Review of the Members' Code of Conduct and the Council's "Arrangements" (Monitoring Officer)4. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Officers (Monitoring Officer)5. Review of Local Code of Corporate Governance (Monitoring Officer)6. Health and Safety Policy and Annual Report7. Review of Contract Management
22 November 2016 <ol style="list-style-type: none">1. Annual Audit Letter (Ernst and Young)2. 2016-17 Interim Annual Governance Statement (Corporate Governance Manager)3. Internal Audit Work Programme 2017/18 (Corporate Governance Manager)4. Annual Review of Business Continuity (Corporate Governance Manager)5. Equality and Safeguarding Annual Update6. Treasury Management – Half Yearly Update
17 January 2017 <ol style="list-style-type: none">1. Certification of Claims and Returns – Annual Report 2015/16 (Ernst and Young)2. Risk Management Progress Report (Corporate Governance Manager)3. 2016-17 Interim Internal Audit Monitor (Corporate Governance Manager)4. Annual Governance Statement Interim Review (Corporate Governance Manager)