

19 September 2017

| | | | |
|-----------------------|--|---------------|-----------------------------------|
| Report of | Assistant Director (Policy & Corporate) | Author | Jonathan Baker ☎ 282207 |
| Title | Work Programme 2017-18 | | |
| Wards affected | Not applicable | | |

This report sets out the current Work Programme 2017-2018 for the Governance and Audit Committee.

1. Decisions Required

- 1.1 The Committee is asked to note the contents Committee's Work Programme for 2017-18.

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.

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 2017-18

| Meeting date / Agenda items |
|---|
| Governance and Audit Committee - 27 June 2017 |
| Governance and Audit Committee briefing – 26 June 2017 |
| <ol style="list-style-type: none"> 1. 2017/18 Audit and Certification Fees letter 2. Draft Annual Statement of Accounts 2016/17 3. Review of Meetings and Ways of Working 4. Year End Internal Audit Assurance Report 2016/17 5. Review of the Governance Framework and Draft Annual Governance Statement |
| Governance and Audit Committee - 25 July 2017 |
| Governance and Audit Committee briefing – 20 July 2017 |
| <ol style="list-style-type: none"> 1. Annual Statement of Accounts 2016/17 2. 2016/17 Year End Review of Risk Management 3. Colchester Borough Homes Annual Report and Governance Statement |
| Governance and Audit Committee - 19 September 2017 |
| Governance and Audit Committee briefing – 18 September 2017 |
| <ol style="list-style-type: none"> 1. Complaint in relation to Councillor Lilley 2. Local Government and Social Care Ombudsman Annual Review 2016/17 3. Publication of Annual Statement of Accounts 2016/17 4. Financial Monitoring Report – April to June 2017 5. Capital Expenditure Monitor 2017/18 |
| Governance and Audit Committee - 17 October 2017 |
| Governance and Audit Committee briefing – 10 October 2017 |
| <ol style="list-style-type: none"> 1. Health and Safety Policy and Annual Report 2. Review of the Council's Ethical Governance Policies 3. Review of the Members' Code of Conduct and the Council's "Arrangements" 4. Gifts and Hospitality – Review of Guidance for Councillors and Policy for Officers 5. Review of Local Code of Corporate Governance 6. Income and Debt Policy 7. Equality and Safeguarding Annual Update 8. Member/Officer Protocol Review |
| Governance and Audit Committee - 28 November 2017 |
| Governance and Audit Committee briefing – 21 November 2017 |
| <ol style="list-style-type: none"> 1. Annual Audit Letter 2. Internal Audit Work Programme 2017/18 3. Annual Review of Business Continuity 4. Treasury Management – Half Yearly Update |
| Governance and Audit Committee - 16 January 2018 |
| Governance and Audit Committee briefing – 11 January 2018 |
| <ol style="list-style-type: none"> 1. Certification of Claims and Returns – Annual Report 2016/17 2. Risk Management Progress Report |

- | |
|---|
| <ol style="list-style-type: none">3. 2017-18 Interim Internal Audit Monitor4. Annual Governance Statement Interim Review5. |
| Governance and Audit Committee - 6 March 2018 |
| Governance and Audit Committee briefing – 26 February 2018 |
| <ol style="list-style-type: none">1. Audit Plan 2017/182. 2017-18 Revenue Monitor, period April – December3. 2017-18 Capital Monitor, period April – December |