

# Notice of Meeting

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## Governance and Ethics Committee

**Monday 30 July 2018 at 5.00pm**  
in the Council Chamber Council Offices  
Market Street Newbury

**Note:** The Council broadcasts some of its meetings on the internet, known as webcasting. If this meeting is webcast, please note that any speakers addressing this meeting could be filmed. If you are speaking at a meeting and do not wish to be filmed, please notify the Chairman before the meeting takes place. Please note however that you will be audio-recorded.

Date of despatch of Agenda: Friday 20 July 2018

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Andy Day/Moira Fraser/Stephen Chard on (01635) 519459/519045/519462

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**WestBerkshire**  
C O U N C I L

**Agenda - Governance and Ethics Committee to be held on Monday, 30 July 2018**  
(continued)

**To:** Councillors Steve Ardagh-Walter, Jeff Beck (Vice-Chairman), Jeff Brooks, Paul Bryant, Keith Chopping (Chairman), James Cole, Barry Dickens, Jane Langford, Geoff Mayes, Anthony Pick and Quentin Webb

**Substitutes:** Councillors Jason Collis, Sheila Ellison and Alan Macro

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# Agenda

## Part I

**Page No.**

- |   |                                    |  |         |
|---|------------------------------------|--|---------|
| 1 | <b>Apologies</b>                   |  |         |
|   |                                    | To receive apologies for inability to attend the meeting (if any).   |         |
| 2 | <b>Minutes and Matters Arising</b> |  | 1 - 10  |
|   |                                    | To approve as a correct record the Minutes of the meetings of this Committee held on 23 April 2018 and the 8 May 2018.   |         |
| 3 | <b>Declarations of Interest</b>    |  |         |
|   |                                    | To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' <a href="#">Code of Conduct</a> . |         |
| 4 | <b>Forward Plan</b>                |  | 11 - 14 |
|   |                                    | <i>Purpose: To consider the Forward Plan for the next 12 months.</i>   |         |

## Governance Matters

- |   |   |  |         |
|---|---|--|---------|
| 5 | <b>Review of Governance of Risk Management (GE3601)</b> |  | 15 - 22 |
|   |   | <i>Purpose: To review the governance and management arrangements of the Council's Risk Management function.</i>  |         |
| 6 | <b>Internal Audit Annual Assurance Report (GE3330)</b>  |  | 23 - 42 |
|   |   | <i>Purpose: The Public Sector Internal Audit Standards (PSIAS) require the Audit Manager to make a formal annual report to those charged with governance within the Council.</i> |         |



**Agenda - Governance and Ethics Committee to be held on Monday, 30 July 2018**  
(continued)

- 7      **Annual Governance Statement (GE3331)**      43 - 56  
*Purpose: The report sets out the Annual Governance Statement (AGS) for the Council for 2017-18 and outlines issues that Corporate Board considered should be included in the 2017-18 AGS as requiring action to resolve.*
- 8      **Financial Statements (GE3327)**      57 - 196  
*Purpose: To provide Members with the ISA260 report from KPMG, which will provide their opinion on the Council's Financial Statements, the Council's Value for Money and any recommendations they propose and to provide Members with a final copy of the Council's Financial Statements as at 31st March 2018.*
- 9      **Planned Audit Fee for 2018/19 (GE3577)**      197 - 210  
*Purpose: To present to members the Audit Fee Letter for 2018/19 from Grant Thornton. The letter sets out the fee for the audit in line with the prescribed scale fee set by the Public Sector Audit Appointments Ltd (PSAA). The Governance and Ethics committee agreed previously that the Council should become a member of the PSAA, who now appoint our auditors and as a result our fees have been reduced by 23 percent from the fees applicable for 2017/18.*
- 10     **Outcome of the External Review of Internal Audit (GE3270)**      211 - 228  
*Purpose: To provide the Governance and Ethics Committee with the outcome of the external assessment of Internal Audit.*
- 11     **Date of the Next Meeting**  
The dates for the remainder of the Municipal Year are as follows:
- 8 August 2018 (provisional )
  - 28 August 2018
  - 26 November 2018
  - 4 February 2019
  - 16 April 2019

Andy Day  
Head of Strategic Support

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.

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*(continued)*

If you require this information in a different format or translation, please contact  
Moira Fraser on telephone (01635) 519045.