

# Notice of Meeting

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## Governance and Ethics Committee

**Monday, 27th April, 2020 at 4.00 pm**

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).

This meeting can be viewed online from 4:00pm on the 27 April 2020 at:  
<https://youtu.be/TOW0tM7MSU8>

**Note:** The Council will be live streaming this meeting. If you object to your image being shown please use audio functionality only

Date of despatch of Agenda: Friday 17 August 2020

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact 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, 27 April 2020**  
*(continued)*

Further information and Minutes are also available on the Council's website at  
[www.westberks.gov.uk](http://www.westberks.gov.uk)

**Agenda - Governance and Ethics Committee to be held on Monday, 27 April 2020**  
(continued)

**To:** Councillors Jeff Beck (Chairman), James Cole, Jeremy Cottam (Vice-Chairman), Barry Dickens, Jane Langford, Tony Linden, Thomas Marino, David Marsh, Geoff Mayes, Andy Moore and Joanne Stewart

**Substitutes:** Councillors Adrian Abbs, Carolyne Culver, Lee Dillon, Steve Masters, Claire Rowles and Garth Simpson

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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</b>                  |  | 1 - 4 |
|   |                                 | To approve as a correct record the Minutes of the meeting of this Committee held on 10 February 2020.  |       |
| 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>             |  | 5 - 8 |
|   |                                 | <i>Purpose: To consider the Forward Plan for the next nine months.</i>   |       |

### Standards Matters

- |   |  |  |        |
|---|--|--|--------|
| 5 | <b>Monitoring Officer's Annual Report to the Governance and Ethics Committee 2019/20 (C3687)</b> |  | 9 - 20 |
|   |  | <i>Purpose: To provide an update on local and national issues relating to ethical standards and to bring to the attention of Members any complaints or other problems within West Berkshire.</i> |        |

## **Governance Matters**

- |   |  |          |
|---|--|----------|
| 6 | <b>Internal Audit Review of the Governance and Ethics Committee (GE3889)</b><br><i>Purpose: The audit report set out the findings of the Internal Audit review of the effectiveness of the Governance and Ethics Committee which had been undertaken in response to a recommendation arising from the external review of the Internal Audit Service and its conformance with Public Sector Internal Audit Standards.</i> | 21 - 48  |
| 7 | <b>Internal Audit - Interim Report 2019-20 (GE3690)</b><br><i>Purpose: To update the Committee on the outcome of internal audit work carried out during Quarter Three of 2019/20.</i>  | 49 - 56  |
| 8 | <b>Internal Audit Plan 2020/23 (GE3688)</b><br><i>Purpose: To outline the proposed internal audit work programme for the next three year period from 2020/21 to 2022/23.</i>   | 57 - 94  |
| 9 | <b>2019/20 Financial Statements Preparation and 2018/19 Final Audit Opinion (GE3890)</b><br><i>Purpose: This report is to inform Members of the final external audit opinion for financial year 2018/19 and of the preparation underway for the production of the 2019/20 Financial Statements.</i>  | 95 - 118 |

Sarah Clarke  
Service Director Strategy and Governance

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.

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