

GOVERNANCE AND ETHICS COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY, 27 APRIL 2020

Councillors Present: Adrian Abbs (Substitute) (In place of Andy Moore), Jeff Beck (Chairman), James Cole, Jeremy Cottam (Vice-Chairman), Barry Dickens, Jane Langford, Tony Linden, Thomas Marino, David Marsh and Geoff Mayes

Also Present: Sarah Clarke (Service Director (Strategy and Governance)), Shannon Coleman-Slaughter (Chief Financial Accountant), Julie Gillhespey (Audit Manager), Joseph Holmes (Executive Director - Resources) and Shiraz Sheikh (Legal Services Manager), Stephen Chard (Principal Policy Officer) and Councillor Ross Mackinnon (Executive Portfolio Holder: Finance)

Apologies for inability to attend the meeting: Councillor Andy Moore

Councillor(s) Absent:

PART I

32 Minutes

The Minutes of the meeting held on 10 February 2020 were approved as a true and correct record and signed by the Chairman.

33 Declarations of Interest

There were no declarations of interest received.

34 Forward Plan

The Committee considered the Governance and Ethics Committee Forward Plan (Agenda Item 4).

RESOLVED that the Governance and Ethics Committee Forward Plan be noted.

35 Monitoring Officer's Annual Report to the Governance and Ethics Committee 2019/20 (C3687)

The Committee considered a report (Agenda Item 5) which provided an update on local and national issues relating to ethical standards and to draw Members' attention of Members to any complaints or other problems within West Berkshire. If agreed the report would be presented to the Annual Council meeting.

Shiraz Sheikh in presented the report on the Monitoring Officer's behalf noted that overall, Members in West Berkshire had maintained high standards of ethical conduct.

RESOLVED that:

- The report be noted;
- The report be presented to Full Council for information
- It be recommended to Full Council that this report be circulated to all town and parish councils.

36 Internal Audit Review of the Governance and Ethics Committee (GE3889)

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The Committee considered a report (Agenda 6) which set out the findings of the Internal Audit review of the Effectiveness of the Governance and Ethics Committee. The review was 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.

Julie Gillhespey in introducing the report

RESOLVED that:

- the contents of the audit report be noted and the recommended actions therein be agreed.
- the Chief Executive's views on the proposals and possible implications on other governance structures be sought, prior to agreeing a formal action plan.

37 Internal Audit - Interim Report 2019-20 (GE3690)

The Committee considered a report (Agenda Item 7) which provided an update on the outcome of Internal Audit work carried out during quarter three of 2019-20.

RESOLVED that the content of the report be noted.

38 Internal Audit Plan 2020/23 (GE3688)

The Committee considered a report (Agenda Item 8) which set out the proposed Internal Audit Work for the three year period from 2020/21 to 2022/23.

RESOLVED that the Proposed Audit Plan, the amended Internal Audit Charter and Internal Audit Reporting Protocol be approved.

39 2019/20 Financial Statements Preparation and 2018/19 Final Audit Opinion (GE3890)

The Committee considered a report (Agenda Item 9) which informed 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.

RESOLVED that the report be noted.

(The meeting commenced at Time Not Specified and closed at Time Not Specified)

CHAIRMAN

Date of Signature