

# Notice of Meeting

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## **Governance and Ethics Committee**

### **Monday 19 April 2021 at 5.00pm**

**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**

Please note: The Council will be live streaming its meetings.

This meeting can be streamed live here:

<https://westberks.gov.uk/governanceethicscommitteelive>

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<https://www.westberks.gov.uk/councilmeetingslive>

Date of despatch of Agenda: Friday 9 April 2021

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on 519462

e-mail: [stephen.chard@westberks.gov.uk](mailto:stephen.chard@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at

[www.westberks.gov.uk](http://www.westberks.gov.uk)



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

**Agenda - Governance and Ethics Committee to be held on Monday, 19 April 2021**  
(continued)

**To:** Councillors Jeff Beck (Chairman), Jeremy Cottam (Vice-Chairman), Barry Dickens, Rick Jones, Jane Langford, Tony Linden, Thomas Marino, David Marsh, Geoff Mayes, Andy Moore and Claire Rowles

**Substitutes:** Councillors Adrian Abbs, James Cole, Carlyne Culver, Owen Jeffery, Steve Masters and Garth Simpson

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# Agenda

## Part I

	<b>Page No.</b>
1 <b>Apologies</b> To receive apologies for inability to attend the meeting (if any).	
2 <b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on 1 February 2021.	1 - 4
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> Purpose: To consider the Forward Plan for the next 12 months.	5 - 6

## Standards Matters

5 <b>Monitoring Officer's Annual Report to the Governance and Ethics Committee - 2020/21 (C3992)</b> 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.	7 - 18
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## Governance Matters

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| 6  | <b>Update Report - Review of the effectiveness of the Governance and Ethics Committee (GE4032)</b><br>Purpose: At the Governance and Ethics Committee on 16th November 2020, a paper was presented which set out an Action Plan to address the recommendations made in the Internal Audit report covering the review of the effectiveness of the Governance and Ethics Committee. Members requested some minor amendments and further detail for some aspects of the Action Plan, this report provides the further details and amended documents. | 19 - 46   |
| 7  | <b>Revised Audit Findings for West Berkshire Council - Financial Year Ended 31 March 2020 (GE3934a)</b><br>Purpose: This report provides Members with the revised draft audit findings report provided by Grant Thornton in respect of their external review of the 2019/20 Financial Statements.                                                                                                                                                                                                                                                 | 47 - 82   |
| 8  | <b>Local Code of Corporate Governance (GE3955)</b><br>Purpose: To provide a Code of Corporate Governance to the Governance & Ethics Committee to approve. The code is part of the overall system of internal control at the Council and supports the provision of the Annual Governance Statement (AGS) which is approved annually by the Governance and Ethics Committee.                                                                                                                                                                        | 83 - 92   |
| 9  | <b>Risk Management Strategy 2021-2024 (EX3952)</b><br>Purpose: To set out the overarching framework for managing risk at the Council, the Council's risk appetite and the risk management objectives for the next three years.                                                                                                                                                                                                                                                                                                                    | 93 - 126  |
| 10 | <b>Internal Audit Update Report (GE3894)</b><br>Purpose: To update the Committee on the outcome of Internal Audit work carried out during quarter three of 2020/21.                                                                                                                                                                                                                                                                                                                                                                               | 127 - 140 |
| 11 | <b>Internal Audit Plan 2021-2024 (GE3895)</b><br>Purpose: This report sets out the proposed Internal Audit Work for the three year period from 2021/22 to 2023/24.                                                                                                                                                                                                                                                                                                                                                                                | 141 - 182 |



**Agenda - Governance and Ethics Committee to be held on Monday, 19 April 2021**  
(continued)

- 12    **Update on progress with Constitution Review (GE3986)**    183 - 202  
Purpose: To provide the Governance and Ethics Committee with an update on progress being made with the review of the Constitution.

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.

