

# Notice of Meeting

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## **Governance and Ethics Committee**

### **Monday, 27th June, 2022 at 6.30 pm**

in the Council Chamber, Council Offices,  
Market Street, Newbury

**Note:** This meeting can be streamed live here: <https://www.westberks.gov.uk/governanceethicscommitteelive>

Date of despatch of Agenda: Friday, 17 June 2022

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Sadie Owen on 01635 519052  
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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 June 2022**  
(continued)

**To:** Councillors Jeff Cant (Chairman), Jeremy Cottam (Vice-Chairman), Jeff Beck, Rick Jones, Tony Linden, David Marsh, Geoff Mayes, Andy Moore, Biyi Oloko, Bill Graham and David Southgate

**Substitutes:** Councillors Adrian Abbs, Owen Jeffery, Steve Masters, Graham Pask, Claire Rowles, Anne Budd and John Downe

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## Agenda

Part I		Page No.
1	<b>Apologies</b> To receive apologies for inability to attend the meeting (if any).	1 - 2
2	<b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on 25 April and 10 May 2022.	3 - 10
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> .	11 - 12
4	<b>Forward Plan</b> Purpose: To consider the Forward Plan for the next 12 months.	13 - 14

## Governance Matters

5	<b>Annual Governance Statement 2021-22 (GE4218)</b> Purpose: The report sets out the Annual Governance Statement (AGS) for the Council for 2021-22 for approval. The AGS summarises the key governance issues for the Council and the action plan to address these. The AGS is required to be approved by those charged with governance, the Governance and Ethics Committee at West Berkshire, under the Accounts and Audit Regulations 2015.	15 - 34
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The AGS will form part of the Council's financial statements and will be considered by the Council's external auditors,



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Governance and Ethics Committee – 27 June 2022

## **Item 1 – Apologies for absence**

Verbal Item

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

## **GOVERNANCE AND ETHICS COMMITTEE**

### **MINUTES OF THE MEETING HELD ON MONDAY, 25 APRIL 2022**

**Councillors Present:** Thomas Marino (Chairman), Jeremy Cottam (Vice-Chairman), Jeff Beck, Rick Jones, Tony Linden, David Marsh, Geoff Mayes, Andy Moore, Biyi Oloko, Bill Graham and David Southgate

**Also Present:** Sarah Clarke, Joseph Holmes, David Johnson (Grant Thornton), Iain Murray (Grant Thornton), and Sadie Owen

#### **33 Minutes**

The Minutes of the meeting held on 17 January 2022 were approved as a true and correct record and signed by the Chairman.

#### **34 Declarations of Interest**

Councillor Tony Linden declared a personal interest as a member of the Berkshire Pension Scheme.

#### **35 Forward Plan**

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

**RESOLVED that:** Governance and Ethics Committee note the Forward Plan.

#### **36 Monitoring Officer's Annual Report to the Governance and Ethics Committee 2021/22 (C4198)**

Sarah Clarke introduced the report (Agenda Item 5), and commented that whilst there were a number of complaints, only two had been substantiated and referred for investigation.

It was reported that Lindsey Appleton, Mike Wall MBE and Alan Penrith had been appointed as Independent Persons for the municipal year 2022/23.

Councillor Cottam drew members' attention to an article in the Newbury Weekly News on 21 April which had raised concern in relation to the doubling of the number of complaints in the past 3 years. It was queried whether any action would be taken to respond to the article.

Sarah Clarke agreed to review the article and to respond to it, if appropriate. It was reported that Code of Conduct training was being recommended for members and was hoped that this would assure the public that the council took the issue seriously.

It was clarified that initially complaints would be considered by the Deputy Monitoring Officer and Independent Person and assessed by the criteria set out in the constitution. If a breach had occurred and a local resolution was not appropriate then the case would be referred to an independent solicitor. It was confirmed that cases were progressed as swiftly as possible, but that party availability would always have an impact.

## GOVERNANCE AND ETHICS COMMITTEE - 25 APRIL 2022 - MINUTES

It was clarified that anyone was able to make a complaint against a member of the Council, there was no restriction on locality.

It was reported that interviews for an Independent Person would be taking place in the following week.

In response to a query as to whether there was a rise in spurious complaints against councillors, Sarah Clarke reported that some of the complaints had been very similar to one another and there were clusters of such complaints.

### **RESOLVED that:**

- Governance and Ethics Committee note the report; and
- Report to be circulated to all Parish/Town Councils in the District for information.

### **37 Governance and Ethics Annual Report (C4152)**

Joseph Holmes introduced the report (Agenda Item 6), which provided an annual summary of the activities of the Governance & Ethics Committee for 2021-22 (excluding the April 2022 Governance & Ethics Committee meeting).

**RESOLVED that:** Governance & Ethics Committee approve the report for referral to Council.

### **38 Internal Audit Update Report (GE4093)**

Julie Gillhespey introduced the report (Agenda Item 7), which detailed audit work undertaken during Quarter 3 of 2021/22. It was noted that there had been no significant issues of concern identified during the period that need to be highlighted to senior officers/members.

Julie Gillhespey explained that following the 'Weak' opinion in relation to Carers Payments (Adult Social Care), the service would be given 6 months to implement the recommendations with a return visit scheduled for May.

**RESOLVED that:** Governance and Ethics Committee note the report.

### **39 Internal Audit Plan 2022-2025 (GE4094)**

Julie Gillhespey introduced the report (Agenda Item 8), and highlighted Appendix C which outlined the audit work programme for the next 3 year period.

Julie Gillhespey clarified that high risk items were usually audited every 5 years, and medium risk items every 8 years. If there were serious concerns about a particular issue it would be prioritised for either the current or following year.

With reference to Appendix E, item 1, Julie Gillhespey suggested that any audit which took longer than a year would be too long and that generally audits should take no longer than 6 months.

It was explained that any concerns or issues raised by senior officers or members would be risk assessed and prioritised accordingly. As a consequence the plan was fairly fluid.

**RESOLVED that:** Governance and Ethics Committee approve the Proposed Audit Plan.



**40 2021/22 Year End Preparation (GE4211)**

Joseph Holmes introduced the report (Agenda Item 9), which detailed the accounting policies to be applied in the production of the Council's 2021/22 Financial Statements.

In response to a query from Councillor Rick Jones, Joseph Holmes explained that the reduction of three days to 24 hours for recognising liquidity of cash equivalent assets reflected a change in accounting standards.

Iain Murray (Grant Thornton), agreed and explained that if an asset was liquid (accessible within 24 hours), then it should appear in the cash or cash equivalent section of the balance sheet, whereas other less liquid assets would be reflected in the investment half of the balance sheet.

It was clarified that de minimis was increasing from £5,000 to £10,000, but it was felt that this would not have a significant revenue impact.

**RESOLVED that:** Governance and Ethics Committee

- Approve a change to the Council's 2021/22 accounting policy in respect of cash and cash equivalents. The Council has to specify an accounting policy in respect of both cash and 'cash equivalent' financial assets. The classification is made with reference to the liquidity of holdings, for which the proposed accounting policy would define both as repayable within not more than 24 hours; and
- Approve the accounting policies which will be applied in the production of the Council's 2021/22 Financial Statements.
- Note the forthcoming accounting requirements, issued but not yet adopted, in respect of the accounting standard IFRS 16 *Leases*, which has been deferred for a further two financial years;
- Note the potential implications for accounting arrangements from 2022/23 for interests in companies and other entities; and
- Note the timetable under which the draft 2021/22 Financial Statements are to be produced.
- Recommend to Executive with effect from 1 April 2022, a de minimis limit of £10,000 for expenditure to be categorised as capital expenditure.

**41 Draft Audit Findings for West Berkshire Council - Financial Year Ended 31 March 2021**

Joseph Holmes introduced the report (Agenda Item 10), and clarified that members were being asked to approve the draft audit findings of Grant Thornton in respect of their external review of the 2020/21 Financial Statements subject to no further material changes as a result of the delayed pension fund audit being administered by the Royal Borough of Windsor and Maidenhead.

It was highlighted that contrary to the statement in section 5, the recommendation was that the Committee approve delegation to the Council's Executive Director for Resources and the Chairman to sign off the Financial Statements once the findings of Grant Thornton had been considered.

Iain Murray (Grant Thornton), commented that the pension fund auditor had reported that there had been an overstatement of investments within the fund. Grant Thornton were consequently assessing the impact of this to West Berkshire Council's assets.

## GOVERNANCE AND ETHICS COMMITTEE - 25 APRIL 2022 - MINUTES

In relation to the double accounting school employee expenses for two schools, Iain Murray commented that it was not out of the ordinary and had probably been as a result of human error and remote working. It was noted that the impact had been adjusted in the latest set of accounts, and was clarified that they were purely financial accounting entry errors rather than actual double payments.

Councillor Jeremy Cottam expressed discomfort at the delays by the pension fund and queried whether they were operating a fundamentally flawed system.

Joseph Holmes clarified that the delay was due to the timetable of the auditor rather than the fund producing late figures. Iain Murray commented that there were delays across the whole of the sector which were not acceptable but clarified that Grant Thornton now had the information from the pension fund that it needed, but needed to conduct further investigation and analysis as a result.

Councillor Andy Moore queried how serious the four follow up recommendations listed in Appendix B were perceived. Iain Murray responded that they were not significant enough to impact the opinion, but had been suggested to improve the process. David Johnson (Grant Thornton), agreed and commented that it was not unusual for such errors to occur, particularly as they were as a result of manual systems rather than automated.

Joseph Holmes commented that the more manual the report, the more room for potential error and that this was an area of focus for improvement for the year ahead.

In relation to the £6.3m pension shortfall, Joseph Holmes commented that the council made increasing annual employer contributions and that he felt that the contributions were sufficient to cover any shortfall at the present time.

In relation to infrastructure assets, Iain Murray commented that it was currently an issue within the sector as to how they were accounted, and responding to Councillor Biyi Oloko's query commented that he did not know how it would affect the council's value of assets, but did not feel that it would have a material impact as it was a particularly technical issue.

### **RESOLVED that:**

- Governance and Ethics Committee delegate authority to sign the 2020/21 Financial Statements to the Councils Executive Director for Resources (S151 Officer) and the Chair of the Governance & Ethics Committee, once the Council's appointed external auditors Grant Thornton provide a formal opinion on the 2020/21 Financial Statements and in the absence of any material changes.

## **42 Review of DLUHC finance and governance reports**

Joseph Holmes introduced the report (Agenda Item 11), which reviewed the key conclusions from the Department for Levelling Up, Housing and Communities (DLUHC) reviews to ascertain any impact for West Berkshire.

Councillor David Marsh noted that the Council's General Fund reserve was budgeted to decline in 2021/22 and queried whether there was sufficient to cover all future contingencies. In response Joseph Holmes commented that the Council's data was comparable with other local authorities and that he was satisfied with the level.

**RESOLVED that:** Governance and Ethics Committee note the report.

**43 Constitution Review Task Group Draft Work Programme**

Sarah Clarke introduced the draft work programme of the Constitution Review Task Group (Agenda Item 12), which had been requested by the Committee.

It was noted that the original timetable had been impacted by Covid and the loss of an external resource, but it was hoped that the work could now get back on track.

Councillor Andy Moore and Councillor Jeff Beck noted that the group hadn't met since November and suggested that the timetable was still looking ambitious.

Sarah Clarke commented that additional dedicated resources were being explored to drive the programme forward.

**CHAIRMAN** .....

**Date of Signature** .....

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# DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

## GOVERNANCE AND ETHICS COMMITTEE

### MINUTES OF THE MEETING HELD ON TUESDAY, 10 MAY 2022

**Councillors Present:** Jeff Cant (Chairman), Jeremy Cottam (Vice-Chairman), Owen Jeffery (present as a substitute), Rick Jones, Tony Linden, David Marsh, Geoff Mayes, Biyi Oloko and Claire Rowles (present as a substitute)

**Apologies for inability to attend the meeting:** Councillor Jeff Beck and Councillor Andy Moore

#### PART I

##### 1 Election of the Chairman

**RESOLVED** that Councillor Jeff Cant be elected Chairman of the Governance and Ethics Committee for the 2022/2023 Municipal Year.

##### 2 Appointment of the Vice-Chairman

**RESOLVED** that Councillor Jeremy Cottam be appointed as Vice-Chairman of the Governance and Ethics Committee for the 2022/2023 Municipal Year.

*(The meeting commenced at 8.46 pm and closed at 8.48 pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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Governance and Ethics Committee – 27 June 2022

## **Item 3 – Declarations of Interest**

Verbal Item

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## Governance and Ethics Committee Forward Plan 27 June 2022 – 20 March 2023

<b>27 June 2022</b>						
1.	GE4218	Annual Governance Statement 2021-22	To provide members with an overview of the Council's compliance with the CIPFA/SOLACE code of corporate governance and to summarise overall governance in a statement for the year. The Annual Governance Statement (AGS) provides both a summary of the activities and an action plan for the year ahead on how to continually improve governance.	Joseph Holmes	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Governance
2.	GE4024	Strategic Risk Register Update Q4 2021/22	To provide an update on the Strategic Risk register as at Q4 of 2021/22.	Catalin Bogos	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Governance
3.	GE4241	Constitution Review - Update	To provide an update on progress that has been made with the review of the Constitution.	Sarah Clarke	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Governance
<b>25 July 2022</b>						
4.	GE4226	Internal Audit Annual Report 2021/22	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.	Julie Gillhespey	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Audit
5.	GE4236	Financial statements 2021-22	To present the draft West Berkshire Council Financial Statements	Shannon Coleman-	Councillor Ross Mackinnon, Finance and	Audit

## Governance and Ethics Committee Forward Plan 27 June 2022 – 20 March 2023

			2021/22.	Slaughter	Economic Development	
6.	EX4237	Treasury Management Annual Report	This report summarises the results of the Council's management of cash-flow, borrowing and investments in the financial year 2021/22.	Shannon Coleman-Slaughter	Councillor Ross Mackinnon, Finance and Economic Development	Audit
<b>26 September 2022</b>						
7.	GE4227	Internal Audit Update Report Quarter 1	To update the Committee on the outcome of Internal Audit work carried out during Quarter 1 of 2022/23.	Julie Gillhespey	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Audit
8.	GE4238	External Auditor's ISA 260 report	To present the External Auditor's report.	Joseph Holmes	Councillor Ross Mackinnon, Finance and Economic Development	Audit
<b>21 November 2022</b>						
9.	GE4239	Strategic Risk Register Update Q2 2022/23	To provide an update on the Strategic Risk Register as at Q2 of 2022/23.	Catalin Bogos	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Governance
<b>16 January 2023</b>						
10.	GE4228	Internal Audit Update Report Quarter 2 2022/23	To update the Committee on the outcome of Internal Audit work carried out during Quarter 2 of 2022/23.	Julie Gillhespey	Councillor Tom Marino, Internal Governance and Strategic Partnerships	Audit
<b>20 March 2023</b>						
11.		No reports to date				

# Annual Governance Statement 2021-22

<b>Committee considering report:</b>	Governance and Ethics Committee
<b>Date of Committee:</b>	27 June 2022
<b>Portfolio Member:</b>	Councillor Tom Marino
<b>Report Author:</b>	Joseph Holmes (Executive Director – Resources)
<b>Forward Plan Ref:</b>	GE4218

## 1 Purpose of the Report

- 1.1 The report sets out the Annual Governance Statement (AGS) for the Council for 2021-22 for approval. The AGS summarises the key governance issues for the Council and the action plan to address these. The AGS is required to be approved by those charged with governance, the Governance and Ethics Committee at West Berkshire, under the Accounts and Audit Regulations 2015.
- 1.2 The AGS will form part of the Council’s financial statements and will be considered by the Council’s external auditors, Grant Thornton, as part of their annual audit for 2021-22.

## 2 Recommendation

- 2.1 For the Governance and Ethics Committee to approve the AGS.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	None directly
<b>Human Resource:</b>	None directly
<b>Legal:</b>	This report is a requirement that it must be considered by the Governance & Ethics Committee under the accounts and audit regulations 2015.

<b>Risk Management:</b>	See the main report detailing the action plan to mitigate overall risks raised in the AGS			
<b>Property:</b>	None directly			
<b>Policy:</b>	None directly			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>		X		The AGS supports the Council Strategy through focussing on areas to help improve its delivery

<b>Core Business:</b>	X			The AGS focusses on areas that can improve core business
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	The Council’s Finance and Governance Group, Corporate Board and the Portfolio Holder			

## 4 Executive Summary

- 4.1 The Annual Governance Statement (AGS) is a core document that sets out the Council’s governance arrangements and a review of their effectiveness. The AGS must be reviewed and approved by the Governance & Ethics Committee annually and is published with the financial statements.
- 4.2 The review for 2021-22 has highlighted three key areas to include in the AGS with an accompanying action plan.
- Capacity to deliver projects
  - Enhancing the governance structure
  - The Constitution Review
- 4.3 The impact of the Covid-19 pandemic continued to have a significant impact on the Council’s operations and governance. During the year the Council stood down from a major incident and the ‘GOLD’ emergency planning decision making process was ceased, though this remained during the first half of the 2021-22 financial year.

## 5 Supporting Information

### Introduction

- 5.1 This report outlines the purpose of the Annual Governance Statement (AGS) and explains how the necessary assurance to support the AGS has been obtained. This should enable the Committee to make an informed judgement as to the effectiveness of the process that the Council has followed in conducting the annual review of the system of internal control within the Council.

### Background

- 5.2 The AGS is designed to provide stakeholders of the Council with assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations:

*“The Council shall conduct a review at least once in a year of the effectiveness of its system of internal control”.*

- 5.3 A copy of the AGS for 2021-22 is attached to this report, for review, at Appendix A.
- 5.4 The Council relies on a number of sources of information to carry out the review of the system of internal control and effectiveness. These include:
- Service risk registers
  - The Internal Audit Manager’s annual report
  - Reports from external regulators, e.g. OFSTED, Grant Thornton (the Council's External Auditor), CQC, the LGA (peer review process).
- 5.5 This evidence provides the assurance that enables the Leader and Chief Executive to sign the AGS with confidence.
- 5.6 The previous Chief Executive reviewed the governance arrangements in 2019/20 to ensure that these align with the new Council Strategy; the current Chief Executive has undertaken a review of governance arrangements which has been facilitated by the Centre for Governance and Scrutiny. This is due to report in 2022, and has been commissioned to ensure a sustainable and effective delivery of the Council’s priorities through the Council’s governance structure and implementing the learning of working during the Covid-19 pandemic. This has been included as a key area within the action plan for the AGS.
- 5.7 A key element of the review of the system of internal control is the identification of any weaknesses or risks in the system, along with recommendations to mitigate such issues. Then in the subsequent year further report is made on progress with implementing agreed recommendations.
- 5.8 The Annual Governance Statement for 2020-21 outlined the following issues of focus, and the below includes some commentary on progress against these in the 2021-22 financial year:

Item from 2020-21	Progress during 2021-22	Included in the 2021-22 AGS
<p><b>Capacity to deliver projects</b> - ensuring that the Council has sufficient and appropriately qualified staff to deliver its programme of key projects, while maintaining frontline services to residents and businesses.</p>	<p>Additional resources have been included within the budget to enhance both the corporate projects team as well as the delivery of individual projects. However, this has been brought forward to the next AGS as it will take some time to continue to bed into the organisation to ensure that there is long term capacity to deliver projects</p>	<p>Yes</p>

Item from 2020-21	Progress during 2021-22	Included in the 2021-22 AGS
<p><b>Improving Asset Management</b> - ensuring that the Council maintains a comprehensive, asset register, that supports its decision making process for the enhancement, disposal and maintenance of assets.</p>	<p>A new Asset Management Strategy is due to be considered by the Executive (before the AGS). This will be a significant improvement on the previous plan with greater emphasis on improving processes as highlighted by the audit report.</p>	<p>No</p>
<p><b>Digital Transformation</b> – ensuring that the Digital strategy has a complete delivery plan that supports the digital enhancements that the Council wishes to make in light of ways of working established through the Covid pandemic as well as to drive service improvements and efficiencies.</p>	<p>The digital strategy action plan has been populated and a number of these actions have progressed e.g. new waste permits being successfully completed online. There remain some outstanding actions still to complete though the Strategy is in the 2<sup>nd</sup> of 3 years for delivery and progress is being made.</p>	<p>No</p>

## Proposals

5.9 In light of the issues raised during the year and after a review of effectiveness, the following **three** areas are the focus for 2022/23:

- **Capacity to deliver projects** - ensuring that the Council has sufficient and appropriately qualified staff to deliver its programme of key projects, for example the Environment Strategy, while maintaining frontline services to residents and businesses. **Core to delivering the refreshed Council Strategy.**
- **Improving governance structures** - ensuring that the Council revises its internal governance arrangements to reduce bureaucracy and enhance service delivery through a more streamlined and clear governance arrangement. **External review commissioned by the Chief Executive**
- **Constitution review** - ensuring that the Council enhances its governance, aligned to the item above, and public transparency of decision making to reflect a streamlined and concise approach through a continually updated Constitution. **Internal Review to improve governance structures**

## 6 Other options considered

None. The production of the AGS is a requirement to be completed annually and the Council must comply with its production.

## 7 Conclusion

- 7.1 A key function of the Governance and Ethics Committee is to review and approve the AGS for 2021-22 prior to it being signed off by the Chief Executive and Leader of the Council, and review the conclusion reached.
- 7.2 In order to be able to review the AGS the Committee needs to examine the evidence, highlighted in the AGS and Code of Local Governance.

## 8 Appendices

- 8.1 Appendix A – Annual Governance Statement
- 8.2 Appendix B – Code of Local Governance

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### Subject to Call-In:

Yes:  No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

### Officer details:

Name: Joseph Holmes  
Job Title: Executive Director (Resources)  
Tel No: 01635 503540  
E-mail: Joseph.Holmes1@westberks.gov.uk

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## Appendix A

### Appendix A – Annual Governance Statement

#### 1. Scope of Responsibility

- 1.1 West Berkshire Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. West Berkshire Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, West Berkshire Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.
- 1.3 This Statement explains how West Berkshire Council has complied with the Code and also meets the requirements of regulation 6(1)(a) of the Accounts and Audit Regulations 2015 in relation to the review of its system of internal control in accordance with best practice, and that the review be reported in an Annual Governance Statement.
- 1.4 The Council is currently undertaking a comprehensive review of its Constitution to improve its governance and decision making. The Council is also delivering an action plan following a corporate peer challenge led by the Local Government Association November 2019.

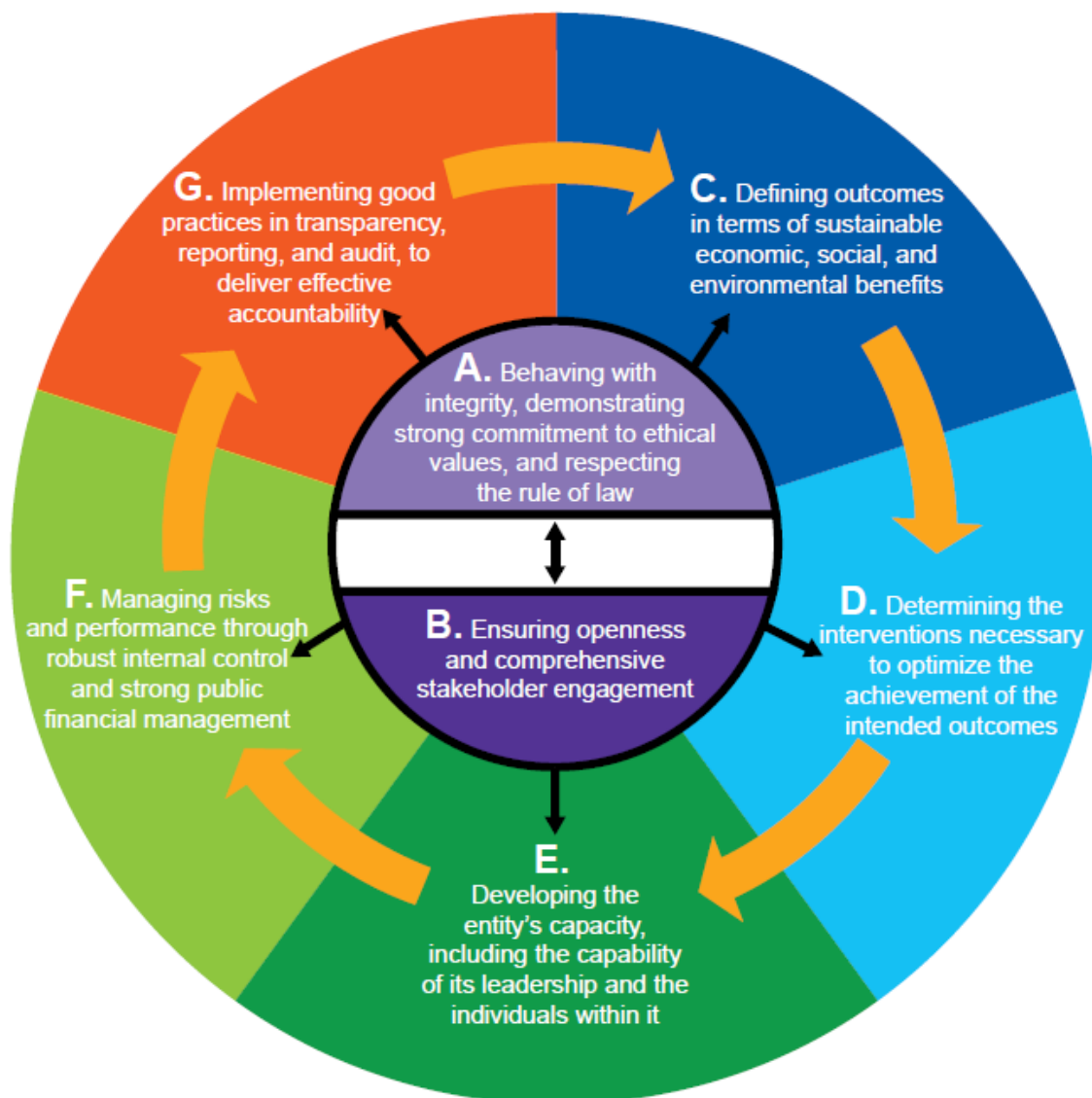
#### 2. The Purpose of the Governance Framework

- 2.1 The purpose of the governance framework is to ensure that the authority directs and controls its activities in a way that meets standards of good governance and is accountable to the community. It does this by putting in place an organisational culture and values which drive a responsible approach to the management of public resources, supported by appropriate systems and processes, and ensuring that these work effectively. It works with the Council's Performance Management Framework to ensure that the Council has in place strategic objectives reflecting the needs of the community and is monitoring the achievement of these objectives through delivery of appropriate, cost-effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of West Berkshire Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at West Berkshire Council for the year ended 31 March 2021 and up to the date of approval of the Statement of Accounts. The Governance and Ethics Committee approved a Code of Local Governance at its meeting

in April 2021 which supports the framework for the compilation of the Annual Governance Statement.

### 3. The Principles of Good Governance

3.1 The CIPFA/SOLACE framework Delivering Good Governance in Local Government sets out seven core principles of good governance, these are:



### 4. Methodology for preparing the Annual Governance Statement

4.1 The Annual Governance Statement has been prepared using a process similar to that used in previous years, including;

- The review of the annual Internal Audit report and quarterly internal audit progress reports.
- The work of the Finance and Governance Group reviewing the Constitution on an annual basis and referring changes to the Governance and Ethics Committee and Council

- The approval of the Annual Governance Statement. By the Governance and Ethics Committee at the same time as the final approval of the financial statements, and that it is signed off by the Chief Executive or Section 151 Officer and Leader of the Council.
- Review of the Corporate Risk Register by the Corporate Board (quarterly) and Governance & Ethics Committee (twice yearly)
- Responding positively to external regulators such as OFSTED, the Information Commissioner, the Local Government Ombudsman and external auditor Grant Thornton.

## **5. The Governance Framework**

5.1 There are a number of key elements to the systems and processes that comprise the Council's governance arrangements. These elements form our local code of Governance and these are underpinned by the CIPFA / SOLACE framework above and core principles of good governance which are:-

- Focusing on the purpose of the authority and on outcomes for the local community and creating and implementing a vision for the local area.
- Members and Officers working together to achieve a common purpose with clearly defined functions and roles.
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.
- Taking informed and transparent decisions which are subject to effective scrutiny and managed risk.
- Developing the capacity and capability of Members and officers to be effective.
- Engaging with local people and other stakeholders to ensure robust public accountability

5.2 The Council has arrangements for managing risk in its Risk Management Strategy which was approved at the Governance and Ethics Committee in April 2021.

## **6. Review of effectiveness**

6.1 The authority has a statutory responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of Heads of Service / Service Directors who have responsibility for the development and maintenance of a sound governance environment.

6.2 This review is articulated in the Code of Corporate Governance approved by the Governance and Ethics Committee in April 2021, and the Code of Corporate Governance has been included in appendix B.

- 6.3 It is important to reflect on the previous year's key areas for improvement and well as a review of governance for the year past. The Covid pandemic continued to put a lot of pressure on the Council's governance structures. For the start of the year the Council was operating through an emergency planning framework with 'GOLD' meetings taking place weekly. Though specifically in respect of the Covid response, the GOLD meetings did change the usual governance framework and meant that a lot of the Council's focus was on the Covid pandemic and supporting residents and businesses. The Council continued to provide online meetings, and for public meetings, re-commenced in person meetings (in line with Government policy), which were also streamed online from May 2021. The Council also refurbished its Council Chamber during 2021-22 which necessitated a move to a temporary chamber within the Market St. offices from December 2021. This move was successfully completed and enabled the Council to continue its democratic work and also enhance this with the return of Full Council meetings in person with sufficient space for all members to meet whilst social distancing rules were in place.
- 6.4 During the financial year 2021-22 the Council also changed Chief Executive. Structurally, the Council is operating under the same governance setup during 2021-22 as it was previously, but as highlighted in this AGS, one initial area of focus for the new Chief Executive has been on reviewing the internal governance structure to build on lessons from the pandemic and to reduce internal bureaucracy to make the Council more streamlined in its internal decision making processes.
- 6.5 Another area of focus for the Council's governance is the review of the Constitution. Meetings of the Constitution Review task group have been taking place with some papers brought to the G&E committee e.g. changes to the Budget Council meeting were successfully implemented. Further work needs to be progressed through the task group and brought through to the G&E committee in the coming months as it is important for the effective governance of the Council that there is a regular review of the Constitution to ensure good governance.
- 6.6 The Council's Children and Family Services were subject to an Ofsted inspection during 2021-22.
- 6.7 For 2021-22 the AGS had three areas for improvement; two of these- project capacity and digital transformation- have been continued through into the 2022-23 financial year, and one- Asset Management- has been removed from the AGS.
- 6.8 In 2022-23 the Executive is due to consider a new Asset Management strategy. Though not all actions from the internal audit report and follow up are complete, this has been removed from the AGS as progress has been demonstrated and it ceases to remain a key issue for improvement as the new strategy provides a greater focus, especially around process.
- 6.9 Assurance statements from Service Directors/Heads of Service have also been received and have highlighted the following as the main issues:
- (a) Staff understanding of their role in delivering the Strategic Priorities
  - (b) Scheme of delegation for financial management - to ensure it is up to date

- (c) Arrangements for the Identification of fraud risks
- (d) Reliance on corporate limited resources for project management

6.10 Reflecting on the above items, further work is ongoing on these. For example the new Council Strategy will pick up the first item for 2023-27; this was also raised in the staff survey and can be referenced to the report on DLUHC reviews that came to the Governance & Ethics committee in April 2022. The scheme of delegation is being reviewed as part of the constitution review currently being undertaken and the identification of fraud risks will be highlighted in future risk reports; extra training has been provided in 2021-22 to promote this work. The last issue on project management is reflected in the AGS below.

Key Governance areas for improvement

6.11 The Council faces a number of issues and areas of significant change that will require consideration and action as appropriate over the coming years and these are:

Issue	Detail	Action	Owner / Date
Capacity to deliver	Ensuring that the Council has sufficient and appropriately qualified staff to deliver its programme of projects while maintaining frontline services to residents and businesses.	Additional resources and effective management of the project governance structure following the S&G restructure	Service Director (S&G) – March 2023
Review of governance	External review of governance currently undertaken with summary report to the Chief Executive detailing proposals for enhanced internal governance and streamlining.	Changes to be made by the Chief Executive to the internal governance structures of the Council	Chief Executive – October 2022
Constitution Review	Provide an enhanced update to the Constitution bringing through best practice and knowledge of what works most effectively to streamline decision making and enhance transparency.	Constitution Review to complete during 2022-23	Service Director (S&G) – March 2023

**7. Assurance Summary**

- 7.1 Good governance is about operating properly. It is the means by which the Council shows that it is taking decisions for the good of its residents, in a fair, equitable and open way. It also requires standards of behaviour that support good decision-making – collective and individual integrity, openness and honesty. It is the foundation for the effective delivery of good quality services that meet the needs of the users. It is fundamental to demonstrating that public money is well spent. Without good governance, the Council would find it difficult to operate services successfully.
- 7.2 The Internal Audit Opinion for 2021/22 is that the Council's framework of governance, risk management and management control is 'reasonable' and that audit testing carried out during the year has demonstrated controls to be working in practice. The assessments contained within this document highlight that there are effective arrangements in place to deliver good governance but that four key areas are highlighted to further improve our governance.
- 7.3 We propose, over the coming year, to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation during the year and as part of our next annual review.

**Lynne Doherty**  
**Leader of the Council**

**Nigel Lynn**  
**Chief Executive**

Date: 1<sup>st</sup> July 2022

Date: 1<sup>st</sup> July 2022

## Local Code of Governance Appendix B

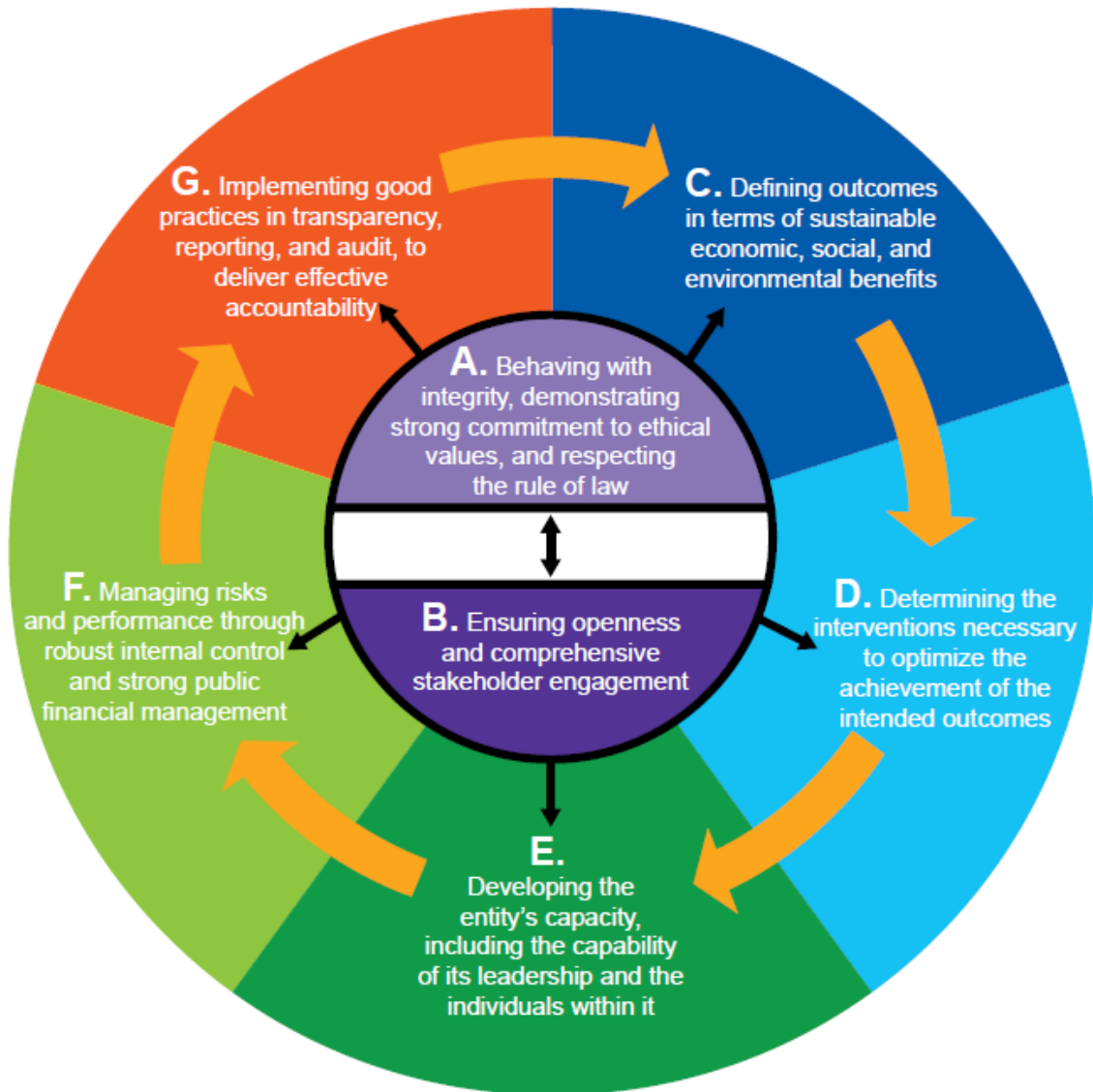
### 1. Executive Summary

- 1.1 Governance is about how the Council ensures it is doing the right things, in the right way, for the right people in a timely, inclusive, open, honest and accountable manner. It comprises systems, processes, cultures and values by which the Council is directed and controlled and through which it accounts to, engages with and, where appropriate, leads the community. The Leader of the Council and Chief Executive have a special relationship role as custodians of the Council's governance arrangement, but good governance is also the responsibility of all Members and Officers.
- 1.2 The Chartered Institute of Public Finance and Accountancy, ("CIPFA") and the Society of Local Authority Chief Executives ("SOLACE") have published a framework document for Corporate Governance in Local Government, April 2016. The Council is committed to the principles of good corporate governance through the adoption and maintenance of a Local Code of Corporate Governance, as recommended by the CIPFA/SOLACE Framework.
- 1.3 This Local Code of Corporate Governance therefore sets out and describes the West Berkshire Council's commitment to corporate governance and identifies arrangements that will ensure its effective implementation and application in all aspects of the Council's work. This Local Code of Corporate Governance will be reviewed by the Statutory Officers through the Finance and Governance Group annually.

### 2. Supporting Information

#### Background

- 2.1 The Council should have an overarching code of corporate governance, and for West Berkshire this is based on the CIPFA/SOLACE framework. The framework "Delivering Good Governance in Local Government" sets out seven core principles of good governance, these are:



### 3 The Governance Framework

3.1 There are a number of key elements to the systems and processes that comprise the Council's governance arrangements. These elements form our local code of Governance and these are underpinned by the CIPFA / SOLACE framework above and core principles of good governance which are:-

- Focusing on the purpose of the authority and on outcomes for the local community and creating and implementing a vision for the local area.
- Members and Officers working together to achieve a common purpose with clearly defined functions and roles.
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.



- Taking informed and transparent decisions which are subject to effective scrutiny and managed risk.
  - Developing the capacity and capability of Members and officers to be effective.
  - Engaging with local people and other stakeholders to ensure robust public accountability
- 3.2 The Council's Constitution explains existing policy making and delegation procedures and the matters which must be dealt with by the full Council. It documents the role and responsibilities of the Executive, portfolio holders, each committee and Members and officers. The Council has approved a protocol governing relationships between Members and Officers as part of its Constitution and has adopted codes of conduct for both Officers and Members which facilitate the promotion, communication and embedding of proper standards of behaviour. Officers have job descriptions and there are clearly defined schemes of delegation, all of which are reviewed from time to time.
- 3.3 The Council's Constitution incorporates clear guidelines to ensure that business is dealt with in an open manner except in circumstances when issues should be kept confidential. Meetings are open to the public except where personal or confidential matters are being discussed. All Executive /committee agendas, minutes and portfolio holder decisions are published promptly on the Council's website. In addition, senior officers of the Council can make decisions under delegated authority. The over-arching policy of the Council is decided by the full Council.
- 3.4 The Overview and Scrutiny Management Committee and Governance and Ethics Committee hold Portfolio Holders to account for delivery of the Council's policy framework within the agreed budget, and protocols are in place for any departure from this to be properly examined.
- 3.5 The Council engages with its communities through a number of channels, including consultation events, surveys and campaigns relating to specific initiatives.
- 3.6 The Council Strategy is supplemented by more detailed information on the key projects and programmes of work that the authority will be delivering during the year – with actions to achieve priority outcomes set out in service plans. More detailed service plans are drawn up by teams across the Council, with objectives set for individual members of staff through the annual appraisal process. This process also looks at the development and training needs of staff, with a programme of training then put in place to meet these needs.
- 3.7 Progress against the Council Strategy outcomes and budgets is monitored regularly by the Corporate Board and Portfolio Holders. The Overview and Scrutiny Commission receives regular reports focusing on delivery of key projects and programmes of work and drawing attention to other areas where progress is exceeding, or falling short of targets. Portfolio Holders also monitor progress of delivery, especially through the Corporate Programme Board.
- 3.8 The Council has an officer Strategic Leadership Team (Corporate Board) to monitor financial performance, service performance, the progress of key corporate projects

and risk management and to oversee the implementation of recommendations from Internal Audit reports.

- 3.9 The Council publishes an Annual Financial Report (the Statement of Accounts) annually within the statutory timescales. The Annual Financial Report incorporates the full requirements of best practice guidance in relation to corporate governance, risk management and internal control.
- 3.10 The Council is subject to independent audit by Grant Thornton and receives an Annual Audit Letter reporting on findings. The Council supplements this work with its own internal audit function and ad hoc external peer reviews. The Governance & Ethics Committee undertakes the core functions as identified in CIPFA's *Audit Committees – Practical Guidance for Local Authorities*.
- 3.11 The Council has arrangements for managing risk in its Risk Management Policy.

## 4 Review of effectiveness

- 4.1 The authority has a statutory responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of Service Directors/Heads of Service who have responsibility for the development and maintenance of a sound governance environment.
- 4.2 Staff awareness training has been undertaken to ensure that the Council complies adequately with the provisions of the General Data Protection Regulation (GDPR) and Freedom of Information Acts, and Equality requirements.
- 4.3 The Council has appointed the Executive Director (Resources) as the Section 151 officer with the statutory responsibility for the proper administration of the Council's financial affairs. CIPFA/SOLACE advises that the S151 officer should report directly to the Chief Executive and be a member of the 'Leadership Team', of equal status to other members. The Executive Director (Resources) is a member of the Executive Leadership Team.
- 4.4 The Council has appointed the Service Director (Strategy & Governance) as the statutory "Monitoring Officer" and has procedures to ensure that the Monitoring Officer is aware of any issues which may have legal implications.
- 4.5 All Executive reports are reviewed by the S151 and Monitoring Officer. All reports to Executive are required to demonstrate how the subject matter links to the Council Strategy and highlight resource implications. Officers are also asked to draw out risk, equality, environmental, management and legal issues as appropriate. Similar procedures are in place for the other Council Committees.
- 4.6 The Council has whistle-blowing and anti-fraud and corruption policies. It has a formal complaints procedure and seeks to address and learn from complaints. The Council's Governance & Ethics Committee deals with complaints relating to the conduct of Members.

- 4.7 Members' induction training is undertaken after each election. Members also receive regular updates and training on developments in local government.
- 4.8 Key roles in maintaining and reviewing the effectiveness is undertaken by:

**The Council** is collectively responsible for the governance of the Council and the full Council is responsible for agreeing the Constitution, policy framework and budget. Manages risk in making operational and governance decisions together with proposing and implementing the policy framework, budget and key strategies.

**The Executive** receives regular monitoring reports on revenue and capital expenditure and on key performance measures.

**Governance and Ethics Committee** approves the annual audit plan, monitors the internal control environment through receipt of audit reports and the AGS, and keeps an overview of arrangements for risk management. It also approves this Statement and the Statement of Accounts.

**External Audit** external audit is provided by Grant Thornton. Whilst the external auditors are not required to form an opinion on the effectiveness of the Council's risk and control procedures, their work does give a degree of assurance following the annual audit of the Council's financial accounts.

**Internal Audit** The internal audit team provide the Council with an internal audit service which includes the Council's entire control environment. The Internal Audit Manager takes account of the Council's assurance and monitoring mechanisms, including risk management arrangements, for achieving the Council's objectives.

The Internal Audit Plan is based on the Risk Register and identifies Internal Audit's contribution to the review of the effectiveness of the control environment. The process includes reports to the Governance & Ethics committee on progress of audits. Regular summaries are also produced of the outcome of each audit, together with reviews of whether agreed recommendations have been implemented. Internal Audit provides an annual opinion on the internal control environment and issues that should be included in the AGS

There is a requirement for internal audit to undertake an annual self-assessment and independent external assessment every five year. Any areas of non-conformance must be reported as part of their annual report and opinion. In the light of feedback we have concluded that internal audit is an effective part of the Council's governance arrangements.

## 5 Proposals

- 5.1 To achieve and maintain good governance, the Council will seek to apply each of the six core principles above, along with their supporting principles, in the following way:

Principle	Evidence
Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	<ul style="list-style-type: none"> <li>• Members code of conduct</li> <li>• WBC values</li> <li>• Role of monitoring officer</li> <li>• Council policies e.g. anti-fraud</li> </ul>
Ensuring openness and comprehensive stakeholder engagement	<ul style="list-style-type: none"> <li>• Communications and Engagement strategy</li> <li>• Providing clear decision making process</li> <li>• Review of the Constitution</li> <li>• Consultation process with key stakeholders</li> <li>• Livestreaming of Council meetings and retaining this post May 2021</li> <li>• Access to information</li> </ul>
Defining outcomes in terms of sustainable economic, social, and environmental benefits	<ul style="list-style-type: none"> <li>• Health &amp; Wellbeing Strategy</li> <li>• Council Strategy</li> <li>• Support strategies and delivery plans e.g. Environment Strategy, Economic Development Strategy</li> </ul>
Determining the interventions necessary to optimise the achievement of the intended outcomes	<ul style="list-style-type: none"> <li>• Regularly quarterly reporting on key strategies e.g. performance reporting</li> <li>• Corporate Programme Board and regularly monitoring and management of overall list of projects</li> <li>• Ensuring strong link between Council Strategy and the Medium Term Financial Strategy (MTFS)</li> </ul>
Developing the entity's capacity, including the capability of its leadership and the individuals within it	<ul style="list-style-type: none"> <li>• Recent Senior Management Review</li> <li>• Performance management system</li> <li>• Leadership and Management development through the Workforce Strategy</li> </ul>

Principle	Evidence
<p>Managing risks and performance through robust internal control and strong public financial management</p>	<ul style="list-style-type: none"> <li>• Robust quarterly monitoring of performance, finance and strategic risk register</li> <li>• Public scrutiny of the above at Executive, Overview &amp; Scrutiny Management Commission and the Governance &amp; Ethics Committee</li> <li>• Annual review and approval of financial statements and progress reporting on action plans</li> <li>• Role of internal and external audit</li> </ul>
<p>Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p>	<ul style="list-style-type: none"> <li>• Review of constitution</li> <li>• Internal audit reporting to Governance &amp; Ethics on a regular basis and an annual report</li> <li>• Implementing the outcome of the Redmond Review (to G&amp;E Committee in Feb. 2021)</li> <li>• Committee reports containing clear sections on consultation / risk management</li> </ul>

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# Constitution Review - Update

<b>Committee considering report:</b>	Governance and Ethics Committee
<b>Date of Committee:</b>	27 June 2022
<b>Portfolio Member:</b>	Councillor Thomas Marino
<b>Report Author:</b>	Sarah Clarke
<b>Forward Plan Ref:</b>	GE4241

## 1 Purpose of the Report

This report seeks to provide an update on progress that has been made with the review of the Constitution, and proposals for bringing that forward to Council for approval.

## 2 Recommendation

Members are asked to note the contents of the report.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	None
<b>Human Resource:</b>	None
<b>Legal:</b>	None from the report but the updated Constitution will provide a clear governance framework that will support effective, efficient and lawful decision making in a manner that also supports accountability, scrutiny, and transparency.
<b>Risk Management:</b>	Having a clear governance framework will reduce the risk of challenge.
<b>Property:</b>	None
<b>Policy:</b>	Does the proposal relate to a local or national policy? Please provide details here.

	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>		X		
<b>Core Business:</b>	X			The Constitution is a key document supporting effective governance arrangements within the Council.
<b>Data Impact:</b>		X		



<b>Consultation and Engagement:</b>	Finance and Governance Group Corporate Board
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## 4 Executive Summary

- 4.1 The Constitution sets out details of how the Council will operate to ensure that effective decisions are taken within the legislative framework in a manner that is efficient and transparent.
- 4.2 The Governance and Ethics Committee, which is responsible for making recommendations to Council on proposed changes to the Constitution, determined that a full review of the Constitution should be undertaken, and set up the Constitution Review Task Group ('CRTG') for this purpose.
- 4.3 Previous update reports have demonstrated the new format for the Constitution. The CRTG have recently reviewed draft documents that it is proposed will replace the current sections of the Constitution:
- Part 04 – Council Rules of Procedure
  - Part 05 – Executive Rules of Procedure
  - Part 06 – Overview and Scrutiny Rules of Procedure
  - Part 07 – Regulatory and Other Committees
  - Part 12 – Personnel Rules of Procedure
- 4.4 The draft documents will also replace elements of the following Sections of the Constitution:
- Part 02 – Articles of the Constitution
  - Part 13 – Codes and Protocols
- 4.5 The intention had been to bring these documents to Council for approval in July. However, it is now proposed to hold a number of workshops with Members and officers regarding the proposed changes to the above sections of the Constitution, prior to bringing this to Council in September for approval.

## 5 Supporting Information

### Background

- 5.1 The Constitution Review Task Group was established in 2019 to undertake a review of the Council's Constitution. The project was considerably delayed due to Covid, but is now making good progress.
- 5.2 The current Constitution has operated well for many years supporting effective decision making at meetings of the Council. The work of the CRTG has therefore been focussed to date on the delivery of a more streamlined document, intended to minimise duplication and the risk of future inconsistency.

5.3 The focus of the CRTG has therefore been on the creation of a clear set of operating rules, which will provide a solid foundation and framework supporting the work of the Council.

## Proposals

5.4 Given the extent to which the proposed new format of the Constitution will be different from the existing rules, it is proposed to hold a series of workshops during the summer with Members and officers, prior to recommending any changes to Council.

5.5 These workshops will ensure that all Members and relevant officers have an opportunity to consider and test the revised rules prior to them becoming operational. This will also provide an invaluable opportunity to the CRTG, to receive feedback from users which may inform further changes to the proposals prior to these being presented to Council for approval.

5.6 This process will therefore help to provide essential assurance that the new rules will operate effectively to support the Council's governance arrangements, and to ensure that it can continue to operate processes which support efficient, effective, and lawful decision making.

## 6 Other options considered

6.1 The Council could determine not to make changes to the Constitution. This is not recommended as the Council needs to continually review this to ensure that it continues to support the Council's governance arrangements.

6.2 It would also be possible to bring forward the proposed changes in the absence of engagement with Members and officers. For the reasons outlined above, this is not recommended.

## 7 Conclusion

Members are asked to note the ongoing work of the CRTG, and the revised timetable at Appendix A.

## 8 Appendices

Appendix A – Updated Timetable

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### Subject to Call-In:

Yes:  No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

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## Constitution Review - Update

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Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input checked="" type="checkbox"/>

### Officer details:

Name: Sarah Clarke  
Job Title: Service Director, Strategy & Governance  
Tel No: 01635 519596  
E-mail: sarah.clarke@westberks.gov.uk

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**Constitution Review Task Group  
Work Programme**

Updated Version	Status	Date to complete	Date Draft Due	Date Agenda Issued	Date Task Group	Corporate Board	Ops Board	G&E/ Council dates
Meeting Rules of Procedure	Drafted	Meeting 1/2/3	<i>2 weeks before Task Group</i>	<i>1 week before Task Group</i>	19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Rules of Procedure	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Rules of Procedure	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Executive Rules of Procedure	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Appendix: Governance Committee	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22

Updated Version	Status	Date to complete	Date Draft Due	Date Agenda Issued	Date Task Group	Corporate Board	Ops Board	G&E/ Council dates
Council Bodies Appendix: Health and Wellbeing Board	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Appendix: Licensing Committee	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Appendix: Licensing Sub-Committee	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Appendix: Personnel Committee and Personnel Rules	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Appendix: Planning	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22

Updated Version	Status	Date to complete	Date Draft Due	Date Agenda Issued	Date Task Group	Corporate Board	Ops Board	G&E/ Council dates
Council Bodies Appendix: Scrutiny Commission	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Council Bodies Appendix: Health Scrutiny Committee	Drafted	Meeting 1/2/3			19 May 22 7 June 22 Post workshops	06/09/22	15/09/22	G&E: 26/09/22 C: 06/10/22
Budget & Policy Framework	Not started							G&E: 21/11/22 C: 01/12/22
Financial Rules	Not started							G&E: 21/11/22 C: 01/12/22
Contract Rules	Not started							G&E: 21/11/22 C: 01/12/22
Scheme of Delegation	Not started							G&E: 21/11/22 C: 01/12/22
Access to Information	Not started							G&E: 21/11/22 C: 01/12/22

Updated Version	Status	Date to complete	Date Draft Due	Date Agenda Issued	Date Task Group	Corporate Board	Ops Board	G&E/ Council dates
Officer Code of Conduct Member Code of Conduct Member protocol for: <ul style="list-style-type: none"> <li>• Gifts &amp; hospitality</li> <li>• ICT</li> <li>• social media</li> <li>• representation on outside bodies</li> </ul> Cllr call for action Individual Member Decision Procedure for dealing with representations / petitions	Not started							All dates tbc
Glossary	Ongoing	Final Meeting						All dates tbc



Governance and Ethics Committee – 27 June 2022

## **Item 7 – Exclusion of Press and Public**

Verbal Item

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of the Local Government Act 1972.

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