

## Governance and Audit Committee Forward Plan April 2016 – April 2017

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
<b>25 April 2016</b>						
1.	GE3008	Internal Audit Plan 2016/17	To outline the proposed internal audit work programme for the next three years	Ian Priestley	Communications, Democratic & Electoral Services, Finance assurance, Legal, Human Resources, ICT <b>(James Fredrickson)</b>	Audit
2.	GA3008 (a)	External Audit Plan 2015-16	To provide Members with a copy of the External Audit Plan for 2015-16.	Ian Priestley	Communications, Democratic & Electoral Services, Finance assurance, Legal, Human Resources, ICT <b>(James Fredrickson)</b>	Audit
3.	C3013	Changes to the Constitution	To review and amend parts of the Constitution if required following discussion at the Finance and Governance Group	David Holling	Leader of the Council, Strategy & Performance, Finance <b>(Roger Croft)</b>	Governance
4.	C3034	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee –2015/16 Year End	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	David Holling	Chairman of Governance and Ethics <b>(Quentin Webb)</b>	Standards

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
5.	C3066	Changes to the Code of Conduct	To make any changes to the CoC if required following a scheduled review of the document.	David Holling	Chairman of Governance and Ethics (Quentin Webb)	Standards
<b>20 June 2016</b>						
6.			No items to Date			
<b>22 August 2016</b>						
7.	GE3084	Annual Governance Statement 2015-16	To allow the Committee to review the Annual Governance Statement prior to signature by the Leader and Chief Executive	Ian Priestley	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT (TBC)	Audit
8.	GE3085	Internal Audit Annual Report 2015/16	To provide an opinion on the effectiveness of the Council's internal control framework	Ian Priestley	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT (TBC)	Audit
9.	GE3086	Annual Governance Statement - Statement in Support by the Section 151 Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Section 151 Officer.	Andy Walker	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT (TBC)	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
10.	GE3087	Annual Governance Statement - Statement in Support by the Monitoring Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.	David Holling	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT (TBC)	Audit
11.	GE3088	West Berkshire Council Financial Statements 2015/16 including KPMG Opinion	To provide Members with the final copy of the Council's Financial Statements	Andy Walker	Leader of Council, Strategy & Performance, Finance (Roger Croft)	Audit
12.	GE3089	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 1 of 2016/17	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	David Holling	Chairman of Governance and Ethics Committee (TBC)	Standards
<b>28 November 2016</b>						
13.	GE3090	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 2 of 2016/17	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	David Holling	Chairman of Governance and Ethics Committee	Standards
<b>06 February 2017</b>						
14.	GE3091	Internal Audit - Interim Report 2016-167	To update the Committee on the outcome of internal audit work.	Ian Priestley	Communications, Democratic & Electoral	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
					Services, Finance Assurance, Legal, Human Resources, ICT	
15.	GE3092	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee – Quarter 3 of 2016/17	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	David Holling	Chairman of Governance and Ethics Committee	Standards
16.	C3093	Amendments to the Constitution - Scheme of Delegation	To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.	David Holling	Communications, Democratic & Electoral Services, Finance Assurance, Legal, Human Resources, ICT	Standards
<b>24 April 2017</b>						
17.	GE3081	Internal Audit Plan 2017/18	To outline the proposed internal audit work programme for the next three years	Ian Priestley	Communications, Democratic & Electoral Services, Finance assurance, Legal, Human Resources, ICT (James Fredrickson)	Audit
18.	GE3082	External Audit Plan 2017-18	To provide Members with a copy of the External Audit Plan for 2017-	Ian Priestley	Communications, Democratic & Electoral	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
			186.		Services, Finance assurance, Legal, Human Resources, ICT (James Fredrickson)	
19.	C3083	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee –2016/17 Year End	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	David Holling	Chairman of Governance and Ethics (TBC)	Governance