

Governance and Ethics Committee Forward Plan August 2017 – August 2018

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
21 August 2017						
1.	GE3251	West Berkshire Council Financial Statements 2016/17 including external auditor's Opinion.	To provide Members with the final copy of the Council's Financial Statements	Andy Walker	Finance, Transformation and Economic Development (Cllr Anthony Chadley)	Audit
2.	GE3252	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.	Sarah Clarke	Corporate Services (Cllr Keith Chopping)	Governance
3.	GE3253	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	Corporate Services (Cllr Keith Chopping)	Governance
4.	GE3254	Internal Audit Annual Report 2016/17	To provide an opinion on the effectiveness of the Council's internal control framework	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit
5.	GE3269	Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Governance
6.	GE3255	Update on Ethical Matters -	To provide an update on local and	Sarah Clarke	Chairman of Governance and	Ethics

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		Quarter 1 of 2017/18	national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.		Ethics (Cllr James Cole)	
7.	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.	Sarah Clarke	Leader of the Council, Strategy	Governance
27 November 2017						
8.	GE3256	Update on Ethical Matters - Quarter 2 of 2017/18	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.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics
9.	GE3257	Financial Statements 2016/17 - Annual Audit Letter	To provide Members with the Final Annual Audit Letter 2015/16 from KPMG, this audit letter summarises the outcome from their audit work at West Berkshire Council in relation to the 2015/16 audit year.	Lesley Flannigan	Finance, Transformation and Economic Development (Cllr Anthony Chadley)	Audit
10.	GE3270	Outcome of the External Review of Internal Audit	To provide Members with the results of the external review of internal audit and seek comments on any proposed actions.	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit

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5 February 2018						
11.	C3260	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.	Sarah Clarke	Corporate Services (Cllr Keith Chopping)	Governance
12.	GE3258	Internal Audit – Interim Report 2017-18	To update the Committee on the outcome of internal audit work.	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit
13.	GE3259	Update on Ethical Matters- Quarter 3 of 2017/18	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.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics
14.	GE3326	Review of the Revised Scrutiny Arrangements'	To consider the effectiveness of the revised scrutiny arrangements.	Andy Day	Chairman of Governance and Ethics (Cllr James Cole)	Governance
23 April 2018						
15.	C3323	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee –2017/18 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.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics
16.	GE3324	Internal Audit Plan 2018/19	To outline the proposed internal audit work programme for the next three years	Ian Priestley	Corporate Services (Cllr Keith	Audit

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17.	GE3325	External Audit Plan 2018-19	To provide Members with a copy of the External Audit Plan for 2018-19.	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit
June 2018						
18.		TBC				
August 2018						
19.	GE3327	West Berkshire Council Financial Statements 2017/18 including external auditor's Opinion.	To provide Members with the final copy of the Council's Financial Statements	Andy Walker	Finance, Transformation and Economic Development (Cllr Anthony Chadley)	Audit
20.	GE3328	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.	Sarah Clarke	Corporate Services (Cllr Keith Chopping)	Governance
21.	GE3329	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	Corporate Services (Cllr Keith Chopping)	Governance
22.	GE3330	Internal Audit Annual Report 2017/18	To provide an opinion on the effectiveness of the Council's internal control framework	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit

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23.	GE3331	Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Governance
24.	GE3332	Update on Ethical Matters - Quarter 1 of 2018/19	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.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics