

Governance and Ethics Committee Forward Plan September 2019 – July 2020

| No. | Ref No | Item | Purpose | Lead Officer | Lead Member | Governance/Audit/Ethics |
|--------------------------|--------|--|--|------------------|---|-------------------------|
| 02 September 2019 | | | | | | |
| 1. | | No items to date | | | | |
| 25 November 2019 | | | | | | |
| 2. | GE3637 | Financial Statements 2018/19 - Annual Audit Letter | To provide Members with the Final Annual Audit Letter 2018/19 from <i>external auditor</i> . <i>The audit letter summarises the</i> outcome from their audit work at West Berkshire Council in relation to the 2018/19 audit year. | Lesley Flannigan | Councillor Howard Woollaston Internal Governance | Audit |
| 3. | GE3638 | Internal Audit – Interim Report 2019-20 | To update the Committee on the outcome of internal audit work. | Julie Gilhespey | Councillor Howard Woollaston Internal Governance | Audit |
| 03 February 2020 | | | | | | |
| 4. | GE3691 | Risk Management Update Report Q2 2019/20 | To update the Committee on Council risks. | Catalin Bogos | Councillor Howard Woollaston Internal Governance | Audit |
| 20 April 2020 | | | | | | |
| 5. | C3686 | 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 | Councillor Howard Woollaston Internal Governance | Governance |
| 6. | GE3687 | Monitoring Officer's Annual Report to the Governance and Ethics Committee –2019/20 | To provide an update on local and national issues relating to ethical standards and to bring to the | Sarah Clarke | Councillor Howard Woollaston Internal | Ethics |

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| | | Year End | attention of the Committee any complaints or other problems within West Berkshire. | | Governance | |
| 7. | GE3688 | Internal Audit Plan 2020/21 | To outline the proposed internal audit work programme for the next three years | Julie Gilhespy | Councillor Howard Woollaston Internal Governance | Audit |
| 8. | GE3689 | External Audit Plan 2020-21 | To provide Members with a copy of the External Audit Plan for 2020-21 | Julie Gilhespy | Councillor Howard Woollaston Internal Governance | Audit |
| 9. | GE3690 | Internal Audit – Interim Report 2019-20 | To update the Committee on the outcome of internal audit work. | Julie Gilhespy | Councillor Howard Woollaston Internal Governance | Audit |
| June 2020 | | | | | | |
| 10. | GE3819 | Risk Management Report Year End 2019/20 | To provide an update with progress. | Catalin Bogos | Councillor Howard Woollaston Internal Governance | Audit |
| July 2020 | | | | | | |
| 11. | GE3820 | West Berkshire Council Financial Statements 2019/20 | To provide Members with the final copy of the Council's Financial Statements | Andy Walker | Councillor Jeff Cant Finance | Audit |
| 12. | GE3821 | Internal Audit Annual Assurance Report 2018/19 | 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 Gilhespy | Councillor Howard Woollaston Internal Governance | Audit |
| 13. | GE3822 | Financial Year 2019/20 Going Concern Assessment | This report summarises the management assessment of the Council continuing to operate as a | Shannon Coleman-Slaughter | Councillor Jeff Cant Finance | Audit |

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| | | | going concern for the purposes of producing the Statement of Accounts for 2019/20. | | | |
| 14. | GE3823 | Annual Governance Statement | To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive | Andy Walker | Councillor Howard Woollaston Internal Governance | Audit |
| 15. | GE3824 | External Audit Fee 2020-21 | To present to members the Audit Fee Letter for 2020/21 from Grant Thornton. The letter sets out the fee for the audit in line with the prescribed scale fee set by the Public Sector Audit Appointments Ltd (PSAA). | Shannon Coleman-Slaughter | Councillor Howard Woollaston Internal Governance | Audit |