

Governance and Ethics Committee Forward Plan September 2019 – July 2020

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
03 February 2020						
1.	GE3637	Financial Statements 2018/19 - Annual Audit Letter	To provide Members with the Final Annual Audit Letter 2018/19 from external auditor. The audit letter summarises the outcome from their audit work at West Berkshire Council in relation to the 2018/19 audit year.	Shannon Coleman Slaughter	Councillor Ross Mackinnon Finance	Audit
2.	GE3691	Strategic Risk Register Update Q2 2019/20		Catalin Bogos	Councillor Howard Woollaston Internal Governance	Audit
20 April 2020						
3.	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
4.	GE3687	Monitoring Officer's Annual Report to the Governance and Ethics Committee –2019/20 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	Councillor Howard Woollaston Internal Governance	Ethics
5.	GE3688	Internal Audit Plan 2020/21	To outline the proposed internal audit work programme for the next three years	Julie Gilhespey	Councillor Howard Woollaston Internal Governance	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
6.	GE3689	External Audit Plan 2020-21	To provide Members with a copy of the External Audit Plan for 2020-21	Shannon Coleman-Slaughter	Councillor Howard Woollaston Internal Governance	Audit
7.	GE3690	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
June 2020						
8.	GE3819	Strategic Risk Register Update Q4 2019/20	To provide an update with progress.	Catalin Bogos	Councillor Howard Woollaston Internal Governance	Audit
July 2020						
9.	GE3820	West Berkshire Council Financial Statements 2019/20	To provide Members with the final copy of the Council's Financial Statements	Andy Walker	Councillor Ross Mackinnon Finance	Audit
10.	GE3821	Internal Audit Annual Assurance Report 2019/20	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 Gilhespey	Councillor Howard Woollaston Internal Governance	Audit
11.	GE3822	Financial Year 2019/20 Going Concern Assessment	This report summarises the management assessment of the Council continuing to operate as a going concern for the purposes of producing the Statement of Accounts for 2019/20.	Shannon Coleman-Slaughter	Councillor Ross Mackinnon Finance	Audit
12.	GE3823	Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and	Andy Walker	Councillor Howard Woollaston Internal	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
			Chief Executive		Governance	
13.	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
September 2020						
14.						
November 2020						
15.	GE3864	Internal Audit Interim Report 2020/21	To update the Committee on the outcome of internal audit work.	Julie Gilhespey	Councillor Howard Woollaston Internal Governance	Audit