

Supplemental Items for Governance Committee

Tuesday 18 November 2025 at 6.30 pm
in Council Chamber Council Offices
Market Street Newbury

Part I

Page No.

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| 3 | Actions arising from the previous meeting To receive an update on recommendations and actions following the previous Committee meeting. | 1 - 2 |
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Sarah Clarke.

Sarah Clarke

Executive Director - Resources

For further information about this item, or to inspect any background documents referred to in Part I reports, please contact Thomas Radbourne (Democratic Services Officer) on (+44)1635 519 502

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Further information and Minutes are also available on the Council's website at

www.westberks.gov.uk

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| Actions arising from previous Governance Committee Meetings Members are requested to consider the following list of actions and note the updates provided. | | | | | |
|--|------------|---|--|-------------|---|
| Ref No: | Date | Item/Action | Member/Officer | Status | Comments/Update |
| 1 | 30/09/2025 | Forward Plan The Constitution Review Task Group to be included on the Forward Plan. A report on Constitutional Updates was due to go to Corporate Board, and it may be at the next meeting of Governance in November 2025. | Nicola Thomas | Completed | Forward plan is appended to report being considered by Governance Committee on 18 November 2025 |
| 2 | 30/09/2025 | Forward Plan Constitution updates to be included on the Forward Plan as a twice-yearly standing item. | Thomas Radbourne | In Progress | Next constitution update will be Scheme of Delegation- work ongoing |
| 3 | 30/09/2025 | Forward Plan The Constitution Review Task Group work | Nicola Thomas | Completed | Forward plan is appended to report being considered by Governance Committee on 18 November 2025 |
| 4 | 30/09/2025 | Forward Plan The Governance Committee proposed that the Constitution Review Task Group consider making the Constitution one searchable PDF document, rather than separate webpages. | Nicola Thomas | Completed | CRTG considered the format of the constitution at a meeting in August. This progressed for consideration by both Corporate Board (14 October) and Executive Briefing (23rd October) with Democratic Services arranging for PDF version to be published for general access 1 November. The primary access will remain through the website given the advice on accessibility: |
| 5 | 30/09/2025 | Internal Audit Update Report Q1 25-26 Project management task and finish group to be informed about the project and the issues as there could be important constructive feedback and learning. | Sarah Clarke | | |
| P2-1 | 30/09/2025 | Risk Register Part II Item | Stephen Chard | | |
| P2-2 | 30/09/2025 | Risk Register Part II Item | Sarah Clarke | In Progress | Raised and the response to these queries will be reflected in next Risk Report to the Governance Committee |
| P2-3 | 30/09/2025 | Risk Register Part II Item | Sarah Clarke | In Progress | Raised and the response to these queries will be reflected in next Risk Report to the Governance Committee |
| P2-4 | 30/09/2025 | Risk Register Part II Item | Stephen Chard | | |
| P2-5 | 30/09/2025 | Risk Register Part II Item | Jon Winstanley | | |
| P2-6 | 30/09/2025 | Risk Register Part II Item | Sarah Clarke, Julie Gilhespy, Erik Pattenden | | |

Last updated: 18 November 2025

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