

Notice of Meeting



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Governance Committee

Tuesday 16 July 2024 at 6.30 pm

in the Roger Croft Room, Council Offices,
Market Street, Newbury

Note: This meeting can be streamed live here: <https://www.westberks.gov.uk/governanceethicscommitteelive>

Date of despatch of Agenda: Wednesday, 10 July 2024

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Ben Ryan on 01635 519052
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Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



WestBerkshire
C O U N C I L

Agenda - Governance Committee to be held on Tuesday, 16 July 2024 (continued)

- To:** Councillors Erik Pattenden (Chairman), Howard Woollaston (Vice-Chairman), Dominic Boeck, Jeremy Cottam, Laura Coyle, Billy Drummond, Owen Jeffery, David Marsh, Christopher Read, Simon Carey and David Southgate
- Substitutes:** Councillors Anne Budd, Dennis Benneyworth, Carolyne Culver, Paul Dick, Janine Lewis and Stephanie Steevenson
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Agenda

Part I

		Page No.
1	Apologies To receive apologies for inability to attend the meeting (if any).	
2	Minutes To approve as a correct record the Minutes of the meeting of this Committee held on 16 April 2024 and 9 May 2024.	1 - 6
3	Declarations of Interest To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' Code of Conduct .	
4	Forward Plan <i>Purpose: To consider the Forward Plan for the next 12 months.</i>	7 - 8
5	Monitoring Officer's Annual Report To provide the annual report on matters relating to standards and conduct and to bring to the attention of Members a summary of complaints or other problems within West Berkshire.	9 - 18
6	Internal Audit Plan 2024-27 To set out a risk-based plan of work for Internal Audit.	19 - 52
7	Treasury Management Annual Report	To Follow



Agenda - Governance Committee to be held on Tuesday, 16 July 2024 (continued)

The Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the CIPFA TM Code) requires the Council to approve both mid-year and annual treasury management reports. This report provides an overview of the treasury management activity for financial year 2023/24 as at 31st March 2024.

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| 8 | 2024/25 KPMG Audit Planning Report
To provide those charged with governance an overview of the external audit work programme for the 2023-24 audit year including Calve for Money work | To Follow |
| 9 | Revised Whistleblowing Policy
To reflect change in service ownership from HR to Internal Audit, as well as to include reference to whistleblowing concerns that may be raised external to the Council | 53 - 66 |
| 10 | Annual Governance Statement
To set out the Annual Governance Statement (AGS) for the Council for 2023-24 for approval. The AGS summarises the key governance issues for the Council and the action plan to address these. | 67 - 88 |
| 11 | Governance Committee Annual Report
This report is an annual summary of the activities of the Governance Committee for the 2023-24 municipal year. | 89 - 94 |
| 12 | Strategic Risk Register Q4 2023/24
To highlight the corporate risks (as at the end of March 2024) that need to be considered by Corporate Board and Operations Board and to outline the actions that were being taken to mitigate those risks. | 95 - 116 |
| 13 | Exclusion of Press and Public
RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. Section 10 of Part 10 of the Constitution refers. | |

Part II

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| 14 | Strategic Risk Register Q4 2023/24 | 117 - 152 |
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Agenda - Governance Committee to be held on Tuesday, 16 July 2024 *(continued)*

To highlight the corporate risks (as at the end of March 2024) that need to be considered by Corporate Board and Operations Board and to outline the actions that were being taken to mitigate those risks.

Sarah Clarke
Service Director: Strategy and Governance

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.
If you require this information in a different format or translation, please contact Sadie Owen on telephone (01635) 519052.

