

# Notice of Meeting

---



Scan here to access the public documents for this meeting

## Governance Committee

**Tuesday 29 April 2025 at 6.30 pm**

in the Council Chamber, Council Offices,  
Market Street, Newbury

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

Date of despatch of Agenda: Thursday 17 April 2025

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Darius Zarazel on 01635519778  
e-mail: [Darius.Zarazel1@westberks.gov.uk](mailto:Darius.Zarazel1@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



**WestBerkshire**  
C O U N C I L

## Agenda - Governance Committee to be held on Tuesday 29 April 2025 (continued)

**To:** Councillors Erik Pattenden (Chairman), Howard Woollaston (Vice-Chairman), Dominic Boeck, Jeremy Cottam, Laura Coyle, Billy Drummond, Owen Jeffery, David Marsh, Stephanie Steevenson, Simon Carey and David Southgate

**Substitutes:** Councillors Anne Budd, Dennis Benneyworth, Carolyn Culver, Paul Dick, Janine Lewis and Alan Macro

---

# Agenda

## Part I

		Page No.
1	<b>Apologies</b> To receive apologies for inability to attend the meeting (if any).	1 - 2
2	<b>Minutes</b> To approve as correct records the Minutes of the meetings of this Committee held on 28 January 2025 and 11 March 2025.	3 - 12
3	<b>Declarations of Interest</b> 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' <a href="#">Code of Conduct</a> .	13 - 14
4	<b>Forward Plan</b> Purpose: To consider the Forward Plan for the next 12 months.	15 - 22
5	<b>KPMG External Audit Plan and Strategy: 2024-25</b> Purpose: For the Governance Committee to consider the External Audit Plan and Strategy for 2024-25 prepared by the Council's External Auditor (KPMG).	23 - 58
6	<b>Internal Audit Update Report - Quarter Three 2023/24</b> Purpose: To update the Committee on the status of Internal Audit work as at the end of Quarter Three 2024/25.	59 - 74



- 7      **Internal Audit Draft Plan 2025-28**      75 - 120  
Purpose: The Global Internal Audit Standards (GIAS) in the UK Public Sector require the Council's Internal Audit Plan and Audit Charter to be approved by those charged with governance within the Council. The Standards also require the Internal Audit Strategy to be reviewed by the Governance Committee. The key purpose of this report is to set out a risk-based plan of work for Internal Audit that will provide assurance to senior managers, members and the Governance Committee of the effectiveness of the Council's governance, risk management and internal control frameworks, which also supports the Committee's review of the Council's Annual Governance Statement.
- 8      **Amendments to the Constitution to Support Changes to Overview and Scrutiny Arrangements**      121 - 166  
Purpose: To set out proposed amendments to the Constitution in light of proposed changes to the Council's overview and scrutiny arrangements.
- 9      **Planning Appendix Constitutional Update**  
Purpose: To update the Committee on the work undertaken by the Constitution Review Task Group and to propose the approval of the proposed Constitutional updates detailed within the report.  
(Report to follow)
- 10     **Strategic Risk Register Q3 2024/25**      167 - 190  
Purpose: To highlight the corporate risks (as at the end of December 2024) that need to be considered by the Governance Committee and to outline the actions that were taken to mitigate those risks.
- 11     **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

12      **Strategic Risk Register Q3 2024/25**  
(Exempt under paragraphs 3 and 5)

191 - 222



Sarah Clarke  
Interim Executive Director - Resources

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 Darius Zarazel on telephone (+44)1635 519778.