

**WEST BERKSHIRE COUNCIL
GOVERNANCE COMMITTEE FORWARD PLAN
APRIL - JANUARY**

1. This document gives notice of decisions which the Governance Committee is expected to take.
2. The document is updated as required and is available to the public on the Council's website.
3. Copies of the Council's Constitution and agenda and minutes for all meetings of the Governance Committee may be accessed on the Council's website.
4. For copies of reports or other documents, and for detailed information regarding specific issues to be considered by the committee, please contact the named Lead Officer for the item concerned.
5. For further details on the time of meetings and general information about the Plan please email executivecycle@westberkshire.gov.uk

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| Decision Due Date | Title | Purpose | Lead Officer e.g report author | Report likely to be considered in private (i.e., it contains confidential or exempt information) |
|----------------------|--|--|-----------------------------------|--|
| 29 April 2025 | | | | |
| 29 Apr 2025 | External Audit Plan 2024/25 | | Jonathan Brown, Edward Mills | Open |
| 29 Apr 2025 | Internal Audit Update Report - Quarter Three 2024/25 | <p>To update the Committee on the status of Internal Audit work as at the end of quarter three 2024/25.</p> <p>The Public Sector Internal Audit Standards (PSIAS), as adapted by CIPFA's "Local Government Application Note", require the Audit Manager to provide periodic updates to senior officers and members on performance against the Audit Plan. As stated in the Council's approved Internal Audit Charter, quarterly updates are required to be presented to the Committee.</p> <p>The periodic reports aim to provide a progress update against the work in the Audit Plan together with highlighting any emerging significant issues/risks that are of concern.</p> | Julie Gillhespey | Open |
| 29 Apr 2025 | Internal Audit Draft Plan 2025-28 | The Public Sector Internal Audit Standards (PSIAS) require the Council's Audit Plan and Internal Audit Charter to be approved by those charged with governance within the Council. The purpose of this report is to set out a risk-based plan of work for Internal Audit (IA) that will provide assurance to the Governance Committee on the operation of the Council's governance, risk management and | Julie Gillhespey | Open |

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| | | internal control frameworks, and support the Committee's review of the Council's Annual Governance Statement. | | |
| 29 Apr 2025 | Strategic Risk Register Q3 2024/25 | To scrutinise individual items on the Risk Register. | Beatriz Teixeira | |
| 29 Apr 2025 Governance 15 May 2025 Council | Planning Appendix Constitutional Update | | Bob Dray | Open |
| 29 Apr 2025 Governance 15 May 2025 Council | Changes to Overview and Scrutiny Arrangements | | Gordon Oliver | Open |
| 15 May 2025 | | | | |
| 15 May 2025 | Election of Chairman | | | |
| 15 May 2025 | Election of Vice-Chairman | | | |
| 24 June 2025 | | | | |
| 24 Jun 2025 | Internal Audit Annual Assurance Report - 2024/25 | <p>To update the Committee on the status of Internal Audit work as at the end of quarter four 2024/25</p> <p>The Public Sector Internal Audit Standards (PSIAS), as adapted by CIPFA's "Local Government Application Note", require the Audit Manager to provide periodic updates to senior officers and members on</p> | Julie Gillhespey | |

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| | | <p>performance against the Audit Plan. As stated in the Council's approved Internal Audit Charter, quarterly updates are required to be presented to the Committee.</p> <p>The periodic reports aim to provide a progress update against the work in the Audit Plan together with highlighting any emerging significant issues/risks that are of concern.</p> | | |
| 24 Jun 2025 | Internal Audit Update Report - Quarter Four 2024/25 | | Julie Gillhespey | Open |
| 24 Jun 2025 | Draft Financial Statements and Going Concern Assessment | | Chris Dagnall | Open |
| 24 Jun 2025 | Treasury Outturn Report | | Shannon Coleman-Slaughter | Open |
| 24 Jun 2025 | Treasury Management Annual Report | To summarises the results of the Council's management of cash-flow, borrowing and investments in the financial year 2023/24. | Shannon Coleman-Slaughter | |
| 24 Jun 2025 | Strategic Risk Register Q4 2024/25 | To scrutinise individual items on the Risk Register. | Beatriz Teixeira | |
| 24 Jun 2025 | Annual Governance Statement | To summarise the key governance issues for the Council and the action plan to address these. The Annual Governance Statement (AGS) will be approved by those charged with governance, the Governance Committee at West Berkshire, under the Accounts and Audit Regulations 2015. | Joseph Holmes - Interim Chief Executive | |

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| | | The AGS will form part of the Council's Statement of Accounts. | | |
| 24 Jun 2025 | Governance Committee Annual Report | To provide an annual summary of the activities of the Governance Committee for the 2024-25 municipal year. The report is intended for Full Council to provide a summary of key areas that the Committee has considered during the Municipal Year 2024-25 as well as some of the actions and changes that have occurred due to the Committee's activities. | Joseph Holmes - Interim Chief Executive | |
| 24 Jun 2025 | Monitoring Officers 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. The report highlights that standards of conduct by councillors in West Berkshire remains high. | Sarah Clarke - Interim Executive Director | |
| 30 September 2025 | | | | |
| 30 Sep 2025 | Internal Audit Update Report - Quarter One 2025/26 | <p>To update the Committee on the status of Internal Audit work as at the end of quarter one 2025/26.</p> <p>The Public Sector Internal Audit Standards (PSIAS), as adapted by CIPFA's "Local Government Application Note", require the Audit Manager to provide periodic updates to senior officers and members on performance against the Audit Plan. As stated in the Council's approved</p> | Julie Gillhespey | |

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| | | <p>Internal Audit Charter, quarterly updates are required to be presented to the Committee.</p> <p>The periodic reports aim to provide a progress update against the work in the Audit Plan together with highlighting any emerging significant issues/risks that are of concern.</p> | | |
| 30 Sep 2025 | Strategic Risk Register Q1 2025/26 | To scrutinise individual items on the Risk Register. | Beatriz Teixeira | |
| 18 November 2025 | | | | |
| 18 Nov 2025 | Annual Internal Audit Report | 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. The report is required to include an opinion on the effectiveness of the Council's governance, risk management and internal control frameworks, which in turn supports the Council's Annual Governance Statement. | Julie Gillhespey | |
| 18 Nov 2025 | Draft Financial Statements 2025/26 and Going Concern Assessment | To inform members of the key highlights from the draft financial statements 2025/26 and summarise management's assessment of the Council's ability to function as a going concern; this determination supporting the preparation of the Statement of Accounts for 2025/26. | Shannon Coleman-Slaughter, Richard Quayle | |
| 27 January 2026 | | | | |

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| 27 Jan 2026 | Mid-Year Treasury Report | To receive the Mid-Year Treasury Report, written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2021). One of the primary requirements of the Code is receipt by the full Council of a mid-year review report, measuring performance against the adopted annual Investment & Borrowing Strategy (I&B). This report satisfies the mid-year reporting requirement. | Richard Quayle, Chris Dagnall | |
| 27 Jan 2026 | Internal Audit Update Report - Quarter Two 2025/26 | <p>To update the Committee on the status of Internal Audit work as at the end of quarter two 2025/26.</p> <p>The Public Sector Internal Audit Standards (PSIAS), as adapted by CIPFA's "Local Government Application Note", require the Audit Manager to provide periodic updates to senior officers and members on performance against the Audit Plan. As stated in the Council's approved Internal Audit Charter, quarterly updates are required to be presented to the Committee.</p> <p>The periodic reports aim to provide a progress update against the work in the Audit Plan together with highlighting any emerging significant issues/risks that are of concern.</p> | Julie Gillhespey | |
| 27 Jan 2026 | Strategic Risk Register Q2 2025/26 | To scrutinise individual items on the | Beatriz Teixeira | |

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| | | | Risk Register. | | |
| 21 Apr 2025 | Proposed Allocation of the Household Support Fund April 2025 - March 2026 | | | Nick Caprara | Open |
| 3 Jul 2025 | Capital outturn report | | | Shannon Coleman- Slaughter | Open |