

**WEST BERKSHIRE COUNCIL  
GOVERNANCE COMMITTEE WORK PROGRAMME  
JULY 2025 – MAY 2026**

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](mailto: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)
<b>29 July 2025</b>				
29 Jul 2025	Annual Internal Audit Assurance Report 2024/25		Julie Gillhespey	
29 Jul 2025	Draft Financial Statements and Going Concern Assessment		Chris Dagnall	Open
29 Jul 2025	Treasury Outturn Report		Shannon Coleman-Slaughter	Open
29 Jul 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	
29 Jul 2025	Strategic Risk Register Q4 2024/25	To scrutinise individual items on the Risk Register.	Beatriz Teixeira	
29 Jul 2025	Annual Governance Statement	<p>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.</p> <p>The AGS will form part of the Council's Statement of Accounts.</p>	Sarah Clarke	
29 Jul 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	Sarah Clarke	

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		as some of the actions and changes that have occurred due to the Committee's activities.		
29 Jul 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	
<b>30 September 2025</b>				
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 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	
30 Sep 2025	Strategic Risk Register Q1 2025/26	To scrutinise individual items on the	Beatriz Teixeira	

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		Risk Register.		
<b>18 November 2025</b>				
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	
<b>27 January 2026</b>				
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	Richard Quayle, Chris Dagnall	

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		performance against the adopted annual Investment & Borrowing Strategy (I&B). This report satisfies the mid-year reporting requirement.		
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 Risk Register.	Beatriz Teixeira	
25 Apr 2025	Proposed Allocation of the Household Support Fund April 2025 - March 2026		Nick Caprara	Open
3 Jul 2025	Capital outturn report		Shail Vitish	Open
<b>28 April 2026</b>				
28 Apr 2026	External Audit Plan 2025/26		Jonathan Brown,	

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			Edward Mills	
28 Apr 2026	Internal Audit Update Report - Quarter Three 2025/26	<p>To update the Committee on the status of Internal Audit work as at the end of quarter three 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	
28 Apr 2026	Internal Audit Draft Plan 2026-27	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 internal control frameworks, and support the Committee's review of	Julie Gillhespey	

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		the Council's Annual Governance Statement.		
28 Apr 2026	Strategic Risk Register Q3 2025/26	To scrutinise individual items on the Risk Register.	Beatriz Teixeira	
14 May 2026				
14 May 2026	Election of Chairman			
14 May 2026	Election of Vice-Chairman			