

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

29 July 2021

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|---|--|---|---------------------------------------|
| Annual Audit Letter 2019-20 | To review the letter and make any comments to the Executive as appropriate. | Corporate Governance and Standards Committee Executive: 24 August 2021 | Claire Morris 01483 444827 |
| External Audit Plan and Audit Update 2020-21 | To approve the external audit plan for 2020-21, and to note the content of the External Auditor's update report and make any appropriate comments. | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| External Audit 2021-22 Fee Letter | To consider the planned audit fee | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Draft 2020-21 Statement of Accounts | To approve the draft 2020-21 Statement of Accounts for consultation | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Capital and Investment outturn report 2020-21 | To submit any comments to the Executive when it considers this matter in June 2021. | Executive: 24 August 2021 Council: 5 October 2021 | Victoria Worsfold 01483 444834 |
| Revenue Outturn Report 2020-21 | To note the Draft Statement of Accounts 2019-20, and to make any comments to officers in advance of the audit. | Executive: 24 August 2021 | Victoria Worsfold 01483 444834 |
| Housing Revenue Account Final Accounts 2020-21 | To submit any comments to the Executive when it considers this matter in June 2021. | Executive: 24 August 2021 | Victoria Worsfold 01483 444834 |
| Annual Governance Statement 2020-21 | To adopt the Council's Annual Governance Statement 2020-21 | Executive: 20 July 2021 | John Armstrong 01483 444102 |
| Financial Monitoring 2021-22 Period 2 (April/May 2021) | To note the results of the Council's financial monitoring for the period April/May 2021 | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Summary of Internal Audit Reports October 2020 – March 2021 | To consider the summary of internal audit reports for the period October 2020 to March 2021, including an update on complaints to the Local Government Ombudsman for that period | Corporate Governance and Standards Committee | Neil Hewitson (KPMG) 0207 311 1791 |

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

23 September 2021 or 28 September 2021 (dependent on progress with finalising the audited statement of accounts)¹

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|---|-----------------------------------|
| 2020-21 Audit Findings Report: Year ended 31 March 2021 | To note the external auditor's findings and management's response in the Action Plan | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Final 2020-21 Audited Statement of Accounts | To approve the 2020-21 Statement of Accounts | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Planning Appeals | To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee (both in respect of officer recommendations for refusal and Committee overturns) including, where appeals are upheld, details of costs awarded against the Council and other associated legal/external adviser costs. | Corporate Governance and Standards Committee | Tim Dawes 01483 444650 |
| Financial Monitoring 2021-22 Period 4 (April to July 2021) | To note the results of the Council's financial monitoring for the period April to July 2021 | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Corporate Performance Monitoring | To receive a quarterly report setting out the Council's performance against its Key Performance Indicators | Corporate Governance and Standards Committee | Amanda Hargreaves 01483 444276 |
| Councillor Training and Development Update | To consider a report from the Councillors' Development Steering Group relating to councillor training and development | Corporate Governance and Standards Committee | Sophie Butcher 01483 444056 |
| Data Protection and Information Security Update Report | To consider a six-monthly update on compliance with statutory requirements | Corporate Governance and Standards Committee | Ciaran Ward 01483 444072 |
| Freedom of Information Compliance update | To consider the update report on the Council's performance in dealing with Freedom of Information requests (January to June 2021) | Corporate Governance and Standards Committee | Ciaran Ward 01483 444072 |
| The Council's Constitution | To review and update Financial Procedure Rules | Corporate Governance and Standards Committee Council: 5 October 2021 | Victoria Worsfold 01483 444834 |

¹ As agreed by the Committee on 14 January 2021

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

18 November 2021

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|--|---------------------------------------|
| Financial Monitoring 2021-22: Period 6 (April to October 2021) | To note the results of the Council's financial monitoring for the period April to October 2021 | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Summary of internal audit reports (April to September 2021) | To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2021, including update on complaints to the Local Government Ombudsman for that period. | Corporate Governance and Standards Committee | Neil Hewitson (KPMG) 0207 311 1791 |
| Corporate Performance Monitoring | To receive a quarterly report setting out the Council's performance against its Key Performance Indicators | Corporate Governance and Standards Committee | Amanda Hargreaves 01483 444276 |

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

20 January 2022

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|--|-----------------------------------|
| Annual Audit Letter 2020-21 | To review the letter and make any comments to the Executive as appropriate. | Corporate Governance and Standards Committee Executive: 25 January 2022 | Claire Morris 01483 444827 |
| Capital and investment strategy (2022-23 to 2025-26) | To comment on various recommendations to the Executive and Council | Corporate Governance and Standards Committee Executive: 25 January 2022 Council: 9 February 2022 | Victoria Worsfold 01483 444834 |
| Financial Monitoring 2021-22 Period 8 (April to November 2021) | To note the results of the Council's financial monitoring for the period April to November 2021 | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Gender Pay Gap Report 2022-23 | To note the Council's gender pay gap report | Corporate Governance and Standards Committee | Francesca Smith 01483 444014 |
| Corporate Performance Monitoring | To receive a quarterly report setting out the Council's performance against its Key Performance Indicators | Corporate Governance and Standards Committee | Amanda Hargreaves 01483 444276 |
| Freedom of Information Compliance - Annual Report 2021 | To consider the annual report for 2021 on the Council's performance in dealing with Freedom of Information requests. | Corporate Governance and Standards Committee | Ciaran Ward 01483 444072 |

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

24 March 2022

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|---|--|--|-----------------------------------|
| Annual Governance Statement 2021-22 | To adopt the Council's Annual Governance Statement 2021-22 | Executive: 26 April 2022 | John Armstrong 01483 444102 |
| External Audit Plan and Audit Update 2021-22 | To approve the external audit plan for 2021-22, and to note the content of the External Auditor's update report and make any appropriate comments. | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Financial Monitoring 2021-22 Period 10 (April 2021 to January 2022) | To note the results of the Council's financial monitoring for period April 2020 to January 2021 | Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 |
| Corporate Performance Monitoring | To receive a quarterly report setting out the Council's performance against its Key Performance Indicators | Corporate Governance and Standards Committee | Amanda Hargreaves 01483 444276 |
| Audit Report on the Certification of Financial Claims and Returns 2020-21: Housing Benefit Subsidy and Pooling Housing Capital Receipts | To note the position regarding the certification of financial claims and returns for 2020-21 | Corporate Governance and Standards Committee | Belinda Hayden 01483 444867 |
| Planning Appeals | To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee (both in respect of officer recommendations for refusal and Committee overturns) including, where appeals are upheld, details of costs awarded against the Council and other associated legal/external adviser costs. | Corporate Governance and Standards Committee | Tim Dawes 01483 444650 |

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

21 April 2022

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|--|-------------------------------|
| External Audit Plan and Audit Update 2021-22 | To approve the external audit plan for 2021-22, and to note the content of the External Auditor's update report and make any appropriate comments. | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Data Protection and Information Security Update Report | To consider a six-monthly update on compliance with statutory requirements | Corporate Governance and Standards Committee | Ciaran Ward 01483 444072 |
| Equality Scheme Action Plan | Annual monitoring report on the implementation of the actions in the Equality Scheme action plan approved in June 2021 | Corporate Governance and Standards Committee | Ali Holman 01483 444008 |

June 2022

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|--|-----------------------------------|
| External Audit 2022-23 Fee Letter | To consider the planned audit fee | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Corporate Performance Monitoring | To receive a quarterly report setting out the Council's performance against its Key Performance Indicators | Corporate Governance and Standards Committee | Amanda Hargreaves 01483 444276 |
| Review of Task Groups reporting to the Committee | To review the work carried out by the task groups over the past 12 months and work to be carried out in the next 12 months and appoint councillors to the groups | Corporate Governance and Standards Committee | John Armstrong 01483 444102 |