

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

16 June 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
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
Planning Appeals	To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee	Corporate Governance and Standards Committee	Daniel Ledger 01483 444612
The Council's Constitution	To review and update Financial Procedure Rules	Council: 26 July 2022 On the recommendation of: Corporate Governance and Standards Committee Executive: 23 June 2022	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	Andrea Barnett 01483 444062
Annual Governance Statement 2021-22	To adopt the Council's Annual Governance Statement 2021-22	Corporate Governance and Standards Committee On the recommendation of: Executive: 26 May 2022	John Armstrong 01483 444102
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
Proposed Protocol for Informal Presentations to Councillors relating to Development	To consider the protocol proposed by the Corporate Governance Task Group which will form part of the Probity in Planning Councillors' Handbook	Council: 26 July 2022 On the recommendation of: Corporate Governance and Standards Committee Executive: 23 June 2022	James Tong 01483 444903
Review of the Committee's terms of reference	To consider the outcome of the review of the Committee's terms of reference undertaken by the Corporate Governance Task Group	Council: 26 July 2022 On the recommendation of: Corporate Governance and Standards Committee	John Armstrong 01483 444102

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28 July 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Capital and Investment Outturn Report 2021-22	To submit any comments to the Executive, prior to determination by full Council.	Council: 11 October 2022 On the recommendation of: Corporate Governance and Standards Committee Executive: 25 August 2022	Victoria Worsfold 01483 444834
Revenue Outturn Report 2021-22	To submit any comments to the Executive.	Executive: 25 August 2022 On the recommendation of: Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Housing Revenue Account Final Accounts 2020-21	To submit any comments to the Executive	Executive: 25 August 2022 On the recommendation of: Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Financial Monitoring 2022-23 Period 2 (April/May 2022)	To note the results of the Council's financial monitoring for the period April/May 2022	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports October 2021 – March 2022	To consider the summary of internal audit reports for the period October 2021 to March 2022.	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791

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29 September 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Financial Monitoring 2022-23 Period 4 (April to July 2022)	To note the results of the Council's financial monitoring for the period April to July 2022	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	Andrea Barnett 01483 444062
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 2022)	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Rosie Trussler 01483 444463

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17 November 2022

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Planning Appeals	To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee.	Corporate Governance and Standards Committee	Daniel Ledger 01483 444612
Financial Monitoring 2022-23: Period 6 (April to September 2022)	To note the results of the Council's financial monitoring for the period April to September 2022	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of internal audit reports (April to October 2022)	To consider the summary of internal audit reports and progress on the internal audit plan for April to October 2022	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791

19 January 2023

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Capital and investment strategy (2023-24 to 2026-27)	To comment on various recommendations to the Executive and Council	Council: 8 February 2023 On the recommendation of: Corporate Governance and Standards Committee Executive: 26 January 2023	Victoria Worsfold 01483 444834
Financial Monitoring 2022-23 Period 8 (April to November 2022)	To note the results of the Council's financial monitoring for the period April to November 2022	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports (April to December 2022)	To consider the summary of internal audit reports for the period April to December 2022.	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	Andrea Barnett 01483 444062

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

(Wednesday) 15 March 2023

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual report of the Monitoring Officer regarding misconduct allegations	(1) To note the cases dealt with; and (2) To advise the Monitoring Officer of any areas of concern upon which they would like further information and/or further work carried out.	Corporate Governance and Standards Committee	Stephen Rix 01483 444991
Financial Monitoring 2022-23 Period 10 (April 2022 to January 2023)	To note the results of the Council's financial monitoring for period April 2022 to January 2023	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports (April 2022 to February 2023)	To consider the summary of internal audit reports for the period April 2022 to February 2023, and the draft 2023-24 internal audit plan and draft annual report, including head of internal audit opinion.	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791
Gender Pay Gap Report 2023	To note the Council's gender pay gap report	Corporate Governance and Standards Committee	Francesca Chapman 01483 444014

NB: No meeting has been fixed for this Committee in April 2023 as it falls within the Pre-Election Period

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

June 2023 (Date to be confirmed)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Planning Appeals	To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee.	Corporate Governance and Standards Committee	Daniel Ledger 01483 444612
Corporate Performance Monitoring	To receive a quarterly report setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Andrea Barnett 01483 444062
Annual Governance Statement 2022-23	To adopt the Council's Annual Governance Statement 2022-23	Corporate Governance and Standards Committee On the recommendation of: Executive: May 2023	John Armstrong 01483 444102
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 put in the next 12 months and appoint councillors to the groups	Corporate Governance and Standards Committee	John Armstrong 01483 444102
Freedom of Information Compliance - Annual Report 2022-23	To consider the annual report for 2022-23 on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Rosie Trussler 01483 444463
External Audit Plan and Audit Update and Fee Letter 2022-23	To approve the external audit plan for 2022-23, and to note the content of the External Auditor's update report and make any appropriate comments. To consider the planned audit fee.	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

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Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Corporate Performance Monitoring	To receive a quarterly report setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Andrea Barnett 01483 444062
Audit Report on the Certification of Financial Claims and Returns 2021-22: Housing Benefit Subsidy and Pooling Housing Capital Receipts	To note the position regarding the certification of financial claims and returns for 2021-22	Corporate Governance and Standards Committee	Belinda Hayden 01483 444867

Unscheduled

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
2021-22 Audit Findings Report: Year ended 31 March 2022	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 2021-22 Audited Statement of Accounts	To approve the 2021-22 Statement of Accounts	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
External Audit Plan and Audit Update and Fee Letter 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. To consider the planned audit fee.	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Interim audit report on progress with the outstanding matters identified by KPMG in their follow-up reviews.	To consider the interim report as requested by the Committee on 24 March 2022	Corporate Governance and Standards Committee	Claire Morris 01483 444827