

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

24 September 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Application for dispensation	To consider an application from Councillor Graham Ellwood to grant a dispensation in respect of a disclosable pecuniary interest	Corporate Governance and Standards Committee	Satish Mistry 01483 444042
Freedom of Information Performance Report	To note the update report on performance in dealing with Freedom of Information requests	Corporate Governance and Standards Committee	Vincenzo Ardilio 01483 444053
Annual Governance Report 2014-2015	To approve the Annual Governance Report for 2014-2015	Executive 29.09 or 27.10 2015	Satish Mistry 01483 444042
Budget Monitoring	To receive a revenue budgetary monitoring report for Month 3 and capital monitoring report for Quarter 1	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Statement of accounts 2014-2015	To approve the Statement of accounts 2014-2015	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Audit Committee Update	To note the update report from the external auditor	Corporate Governance and Standards Committee	Grant Thornton/ Claire Morris 01483 444827
Audit findings report	To note the external auditor's findings and management's response in the Action Plan	Corporate Governance and Standards Committee	Grant Thornton/ Claire Morris 01483 444827
Annual report of the Local Government Ombudsman 2014-2015	To consider the Local Government Ombudsman's annual report for 2014-2015	Corporate Governance and Standards Committee	Martyn Brake 01483 444850

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26 November 2015

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Audit Letter 2014-2015	To consider the Annual Audit Letter and Annual Governance Report for 2014-15	Executive: 24.11.15	Claire Morris 01483 444827
Budget Monitoring	To receive a revenue budgetary monitoring report for Month 6 and capital monitoring report for Quarter 2	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Responsibility for functions and proposed amendments to the scheme of delegation	<ol style="list-style-type: none"> 1. To approve any proposed amendments to the scheme of delegation to officers in respect of executive functions 2. To recommend to Council (07/07/15) the noting of the delegation of executive functions made during the 2013-14 municipal year and to approve any proposed amendments to the scheme of delegation to officers in respect of non-executive functions. 	Executive 23.06.2015	John Armstrong 01483 444102
Summary of internal audit reports April 2015 to September 2015	To consider the summary of internal audit reports and progress on the internal audit plan for April – September 2015	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Internal Audit Plan: progress report			
Treasury Management monitoring report April – September 2015	To consider the report monitoring treasury management from April to September 2015	Executive 24.11.15 Council 08.12.15	Victoria Worsfold 01483 444834

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

14 January 2016

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Treasury Management Strategy 2015-2016	To recommend to Council the adoption of the revised Treasury Management Strategy and prudential indicators	Executive 19.01.16 Council 10.02.16	Victoria Worsfold 01483 444834
Freedom of Information Performance Report	To note the update report on performance in dealing with Freedom of Information requests	Corporate Governance and Standards Committee	Vincenzo Ardilio 01483 444053
Budget Monitoring	To receive a revenue budgetary monitoring report for Month 8	Corporate Governance and Standards Committee	Claire Morris 01483 444827

31 March 2016

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Enquiries of those charged with governance	To agree the Committee's response to the external auditor's audit plan for 2014-15	Corporate Governance and Standards Committee	Satish Mistry 01483 444042
Audit Plan	To note the external auditor's audit plan for 2014-15	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Budget Monitoring	To receive a revenue budgetary monitoring report for Month 10 and capital monitoring report for Quarter 3	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Audit Committee Update	To note the update report from the external auditor	Corporate Governance and Standards Committee	Claire Morris 01483 444827

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Unscheduled items

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Single Equality Scheme and Action Plan	To review the Single Equality Scheme and Action Plan for 2012-15 (Year 1 and 2)	Corporate Governance and Standards Committee	Martyn Brake 01483 444850
Corporate Risk Strategy	Report on the Council's corporate risk strategy and risk management arrangements	Corporate Governance and Standards Committee	Martyn Brake 01483 444850
Review of the Constitution	To monitor and review the Constitution in line with the Committee's terms of reference and further to the 2014 substantial review	Corporate Governance and Standards Committee	John Armstrong 01483 444102
Councillor Training Programme	To consider a report from the Member Development Steering Group relating to councillor training	Corporate Governance and Standards Committee	Sophie Butcher 01483 44456
<i>Criminal records checks for councillors</i>	<i>To recommend to Council whether it would be appropriate and proportionate to request councillors to apply for a basic disclosure criminal record check using the service provided by Disclosure Scotland</i>	<i>Council</i>	<i>John Armstrong 01483 444102</i>