

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

22 September 2016

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Freedom of Information Compliance update	To consider the update report on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Sandra Herbert 01483 444135
Statutory Officers' Report	To receive a update from the Council's statutory officers	Corporate Governance and Standards Committee	Sue Sturgeon 01483 444800 Satish Mistry 01483 444042
Finalising arrangements for investigating allegations of breaches of the Councillors' Code of Conduct	To receive a report on further work carried out by the Working Group	Corporate Governance and Standards Committee	Chris Guy 01483 444072
2015-16 Audit Findings Report	To note the external auditor's findings and managements response in the Action Plan	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Financial Monitoring 2016-17 Period 3 (April to June 2016)	To note the results of the Council's financial monitoring	Corporate Governance and Standards Committee	Claire Morris 01483 444827
External Audit Update	To note the update report from the external auditor	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Councillor Training Programme	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
Update Report on North Downs Housing Ltd	To receive an update on the Wholly Owned Local Authority Housing Company, North Downs Housing Ltd.	Corporate Governance and Standards Committee	Claire Morris 01483 444827

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

24 November 2016

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Audit Letter	To consider the Annual Audit Letter and Annual Governance Report for 2015-16	Executive	Claire Morris 01483 444827
External Audit Update	To note the update report from the external auditor	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Financial Monitoring 2016-17 – Period 6 (April to September 2015)	To note the results of the Council's financial monitoring for the period April to September 2016	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Treasury Management Activity Half-Year Monitoring Report 2016-17	To consider the report monitoring treasury management from April to September 2016	Executive Council	Victoria Worsfold 01483 444834
Summary of internal audit reports April 2016 to September 2016	To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2016	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Internal Audit Plan: Progress Report			

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

12 January 2017

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Treasury Management Strategy 2017-2018	To recommend to Council the adoption of the revised Treasury Management Strategy and prudential indicators	Executive Council	Victoria Worsfold 01483 444834
Financial Monitoring 2016-17 Period 8 (April to November 2016)	To note the results of the Council's financial monitoring for the period April to November 2016	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Statutory Officers' Report	To receive a update from the Council's statutory officers	Corporate Governance and Standards Committee	Sue Sturgeon 01483 444800 Satish Mistry 01483 444042
Freedom of Information Compliance Update	To consider the update report on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Sandra Herbert 01483 444135

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

30 March 2017

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Statutory Officers' Report	To receive a update from the Council's statutory officers	Corporate Governance and Standards Committee	Sue Sturgeon 01483 444800 Satish Mistry 01483 444042
Enquiries of those charged with governance	To agree the Committee's response to the external auditor's audit plan for 2016-17	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Audit Plan	To note the external auditor's audit plan for 2016-17	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
External Audit Update	To note the update report from the external auditor	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Annual Report of the Monitoring Officer on Standards Allegations	To note decisions taken on ethical standards allegations against borough and parish councillors	Corporate Governance and Standards Committee	Satish Mistry 01483 444042

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

### 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	Satish Mistry 01483 444042
Corporate Risk Strategy	Report on the Council's corporate risk strategy and risk management arrangements	Corporate Governance and Standards Committee	Satish Mistry 01483 444042
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 and recent governance changes	Corporate Governance and Standards Committee	John Armstrong 01483 444102
Data Quality Management Strategy	To review the Data Quality Management Strategy	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Review of the effectiveness of the Corporate Governance and Standards Committee	To review the effectiveness of the Corporate Governance and Standards Committee	Corporate Governance and Standards Committee	Satish Mistry 01483 444042