

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

**30 March 2017**

<b>Subject</b>	<b>Details of decision to be taken</b>	<b>Decision to be taken by</b>	<b>Contact Officer</b>
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
External Audit Plan and Audit Update 2016-17	To approve the external audit plan for 2016-17, 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
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
Surrey Pension Fund Triennial Revaluation results	To consider the Surrey Fund Triennial Revaluation results	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Review of the Planning Committee	To consider recommendations from The Planning Committee Review Working Group on the review of the operation of the Planning Committee	Council (11 April 2017) on the recommendation of this Committee and Planning Committee	Sophie Butcher 01483 444056
Review of the Council's process for making appointments to external organisations	To consider the findings and recommendations of the working group	Council (11 April 2017) on the recommendation of this Committee	John Armstrong 01483 444102

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

15 June 2017

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Draft Statement of Accounts for 2016-17	To note the draft statement of accounts signed by the Chief Finance Officer for 2016-17	Executive 27 June 2017	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 Sandra Herbert 01483 444135
Compliance with Information Rights Legislation - 2016	To consider the annual report on compliance with Freedom of Information and Data Protection requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Annual Governance Statement 2016-17	To adopt the Council's Annual Governance Statement 2016-17	Executive 27 June 2017	Claire Morris 01483 444827
Treasury Management Annual Report 2016-17	To consider the Treasury Management Annual Report 2016-17	Council 25 July 2017	Victoria Worsfold 01483 444834
External Audit 2017-18 Fee Letter	To consider the planned audit fee	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Internal Audit Plan 2017-18	To consider the internal audit plan for 2017-18	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Head of Internal Audit Opinion	To consider the Head of Internal Audit's annual Opinion for 2015-16	Corporate Governance and Standards Committee	Joan Poole 01483 444854

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

27 July 2017

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
External Audit Update	To consider the update report from the Council's External Auditors	Corporate Governance and Standards Committee	Claire Morris 01483 444827
2015-16 Audit Findings Report	To note the external auditor's findings and management's response in the Action Plan	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Summary of Internal Audit Reports October 2016 – March 2017	To consider the summary of internal audit reports, including details of complaints to the Local Government Ombudsman and customer complaints	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Corporate Risk Strategy	Report on the Council's corporate risk strategy and risk management arrangements	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Data Quality Management Strategy	To review the Data Quality Management Strategy	Corporate Governance and Standards Committee	Joan Poole 01483 444854

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

21 September 2017

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	Ciaran Ward 01483 444072
Statutory Officers' Report	To receive a update from the Council's statutory officers	Corporate Governance and Standards Committee	Sue Sturgeon 01483 444800 Sandra Herbert 01483 444135
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

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

23 November 2017

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 2016-17	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 2017-18 – Period 6 (April to September 2017)	To note the results of the Council’s financial monitoring for the period April to September 2017	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Treasury Management Activity Half-Year Monitoring Report 2017-18	To consider the report monitoring treasury management from April to September 2017	Executive Council	Victoria Worsfold 01483 444834
Summary of internal audit reports April 2017 to September 2017	To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2017	Corporate Governance and Standards Committee	Joan Poole 01483 444854
Internal Audit Plan: Progress Report			
Single Equality Scheme and Action Plan	To review the Single Equality Scheme and Action Plan for 2012-15	Corporate Governance and Standards Committee	Lucy Richards 01483 444013

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

18 January 2018

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 2017-18 Period 8 (April to November 2017)	To note the results of the Council's financial monitoring for the period April to November 2017	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 Sandra Herbert 01483 444135
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	Sandra Herbert 01483 444135
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	Ciaran Ward 01483 444072

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

**29 March 2018**

<b>Subject</b>	<b>Details of decision to be taken</b>	<b>Decision to be taken by</b>	<b>Contact Officer</b>
Statutory Officers' Report	To receive a update from the Council's statutory officers	Corporate Governance and Standards Committee	Sue Sturgeon 01483 444800 Sandra Herbert 01483 444135
Enquiries of those charged with governance	To agree the Committee's response to the external auditor's audit plan for 2017-18	Corporate Governance and Standards Committee	Claire Morris 01483 444827
External Audit Plan and Audit Update 2017-18	To approve the external audit plan for 2017-18, 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
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

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE DRAFT WORK PROGRAMME

### Unscheduled items

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Effectiveness of the audit responsibilities of the Corporate Governance and Standards Committee	To review the effectiveness of the Corporate Governance and Standards Committee	Corporate Governance and Standards Committee (and full Council if necessary)	Joan Poole 01483 444854