

# CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

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<br>On the recommendation of:<br>Corporate Governance and Standards Committee<br>Executive: 25 August 2022    | Victoria Worsfold<br>01483 444834     |
| Revenue Outturn Report 2021-22  | To submit any comments to the Executive.   | Executive: 25 August 2022<br>On the recommendation of:<br>Corporate Governance and Standards Committee                                | Victoria Worsfold<br>01483 444834     |
| Housing Revenue Account Final Accounts 2020-21                                      | To submit any comments to the Executive  | Executive: 25 August 2022<br>On the recommendation of:<br>Corporate Governance and Standards Committee                                | Victoria Worsfold<br>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<br>01483 444834     |
| Summary of Internal Audit Reports April to June 2022                                | To consider the summary of internal audit reports for the period April to June 2022.   | Corporate Governance and Standards Committee  | Neil Hewitson (KPMG)<br>0207 311 1791 |
| Annual Governance Statement 2021-22   | To adopt the Council's Annual Governance Statement 2021-22   | Corporate Governance and Standards Committee<br>On the recommendation of:<br>Executive: 21 July 2022                                  | John Armstrong<br>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: 11 October 2022<br>On the recommendation of:<br>Corporate Governance and Standards Committee<br>Executive: 22 September 2022 | James Tong<br>01483 444903            |

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

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<br>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<br>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<br>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<br>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<br>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<br>01483 444463    |
| The Council's Constitution                                 | To review and update Financial Procedure Rules  | Council: 6 December 2022<br>On the recommendation of:<br>Corporate Governance and Standards Committee<br>Executive: 27 October 2022 | Victoria Worsfold<br>01483 444834 |

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

### 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<br>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<br>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)<br>0207 311 1791 |
| Corporate Risk Register  | To consider the six monthly review of the Corporate Risk Register   | Corporate Governance and Standards Committee | Yasmine Makin<br>01483 444070         |

### 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<br><br>On the recommendation of:<br>Corporate Governance and Standards Committee<br>Executive: 26 January 2023 | Victoria Worsfold<br>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<br>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)<br>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<br>01483 444062        |

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

**(Wednesday) 15 March 2023**

| <b>Subject</b>   | <b>Details of decision to be taken</b>   | <b>Decision to be taken by</b>               | <b>Contact Officer</b>                |
|--|--|--|---------------------------------------|
| Annual report of the Monitoring Officer regarding misconduct allegations | (1) To note the cases dealt with; and<br>(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<br>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<br>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)<br>0207 311 1791 |
| Gender Pay Gap Report 2023   | To note the Council's gender pay gap report  | Corporate Governance and Standards Committee | Francesca Chapman<br>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<br>01483 444612  |
| Annual Governance Statement 2022-23   | To adopt the Council's Annual Governance Statement 2022-23   | Corporate Governance and Standards Committee<br>On the recommendation of:<br>Executive: May 2023 | John Armstrong<br>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<br>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<br>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<br>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.<br><br>To consider the planned audit fee. | Corporate Governance and Standards Committee   | Claire Morris<br>01483 444827  |
| Corporate Risk Register   | To consider the six monthly review of the Corporate Risk Register  | Corporate Governance and Standards Committee   | Yasmine Makin<br>01483 444070  |
| 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<br>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<br>01483 444008     |
| 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<br>01483 444867 |

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

### Unscheduled

| 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<br>01483 444834 |
| Final 2020-21 audited statement of accounts  | To approve the 2020-21 Statement of Accounts   | Corporate Governance and Standards Committee | Victoria Worsfold<br>01483 444834 |
| 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<br>01483 444834 |
| Final 2021-22 Audited Statement of Accounts  | To approve the 2021-22 Statement of Accounts   | Corporate Governance and Standards Committee | Victoria Worsfold<br>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.<br><br>To consider the planned audit fee. | Corporate Governance and Standards Committee | Claire Morris<br>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<br>01483 444827     |