

# FAREHAM

## BOROUGH COUNCIL

### **Report to Council**

#### **18 April 2019**

*Subject:* **COMMITTEE WORK PROGRAMMES 2019/20**

*Report of:* **Head of Democratic Services**

#### **SUMMARY**

This report sets out the proposed Work Programmes for the Council's Committee Meetings for 2019/20.

#### **RECOMMENDATION**

It is recommended that the Council receives and endorses the proposed Work Programmes for all the Committee meetings scheduled for the next municipal year, as set out in Appendix A to this report.

## **INTRODUCTION**

1. Each Committee, at its March meeting, prepares and agrees a programme of work for the following municipal year.
2. Following the Vanguard changes to the Policy Development and Review Panels, the Scrutiny Panels now manage their own work priorities. However, it is still the responsibility of the Council to endorse all Committee work programmes for the forthcoming municipal year. These have therefore been incorporated into one report, as set out at Appendix A, for the Council to review and endorse.

## **RISK ASSESSMENT**

3. There are no significant risk considerations in relation to this report.

## **CONCLUSION**

4. The Council is asked to receive and endorse the proposed Work Programmes for all Committee meetings for the next municipal year, as set out in Appendix A.

**Appendix A:** Committee Work Programmes 2019/20

**Background Papers:** None

**Reference Papers:** None

**Contact:** For further information please contact Leigh Usher (Ext: 4553)

## APPENDIX A

### AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME FOR 2019/20

Committee Function and Report Subject		Frequency	Last Covered	July 2019	September 2019	November 2019	March 2020
<b>COMMITTEE WORKING ARRANGEMENTS</b>							
Review of Work Programme and training plan		Quarterly	2018-19	YES	YES		YES, and Annual Report
Review of the Functions of the Committee		3 yearly	2016-17		YES		
Review of the Constitution		Annual	2018-19			YES	
<b>ETHICAL FRAMEWORK AND STANDARDS</b>							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	<b>Overview of Complaints against the Council</b>	Annual	2018-19		YES		
Member Training and Development	Review of Members Training and Development Programme	As needed	2015-16				
<b>GOVERNANCE FRAMEWORK</b>							
Framework	Local Code of Corporate Governance	As needed	2016-17				
	<b>Annual Governance Statement</b>	Annual	2018-19	YES			
Key Policy	<b>Review of Financial Regulations</b>	3 yearly	2018-19		YES		
	Review of Contract Procedure Rules	3 yearly	2018-19				
	<b>Treasury Management Policy and Strategy</b>	Annual	2017-18			YES	YES - Policy and indicators
Risk Management	Policy	As needed	2016-17				
	<b>Risk Management Monitoring Reports</b>	6 monthly	2018-19		YES		YES
	Business Continuity	3 yearly	2018-19				
	Specific Risk Management topics	As needed	None				
Counter Fraud	<b>Counter Fraud Policy and Strategy</b>	3 yearly	2016-17			YES	
	<b>Anti-Bribery Policy</b>	As needed	2011-12			YES	
	Sanctions and Redress Policy	As needed	2016-17				
	<b>Counter Fraud Annual Report</b>	Annually	2018-19	YES			

Committee Function and Report Subject	Frequency	Last Covered	July 2019	September 2019	November 2019	March 2020
<b>INTERNAL AUDIT ASSURANCE</b>						
Internal Audit Strategy	3 yearly	2018-19				
<b>Internal Audit Annual Plan</b>	Annual	2018-19				<b>YES</b>
<b>Internal Audit Progress Report</b>	Quarterly	2018-19	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Head of Audit's Annual Opinion</b>	Annual	2018-19	<b>YES</b>			
<b>EXTERNAL ASSURANCE</b>						
Update on Arrangements for Appointment of External Auditors	As needed	2018-19				
<b>Annual Plan and Fee</b>	Annual	2018-19				<b>YES</b>
<b>Annual Audit Letter</b>	Annual	2018-19		<b>YES</b>		
<b>Annual Certification Report</b>	Annual	2018-19			<b>YES</b>	
Specific reports from inspection agencies	As needed	2018-19 (RIPA)				
<b>STATEMENT OF ACCOUNTS</b>						
<b>Statement of Accounts</b>	Annual	2018-19	<b>YES</b>			
<b>External Audit – Audit Results Report</b>	Annual	2018-19	<b>YES</b>			
<b>OTHER</b>						
Updates on legal issues	As needed	2017-18				
Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items			7	7	6	6

# LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2019/20

<b><u>DATE</u></b>	<b><u>SUBJECT</u></b>	<b><u>TRAINING SESSION/WORKSHOP</u></b>
<b>18 JUNE 2019</b>	<p>Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee</p> <p>Review of Work Programme 2019/20</p> <p>Draft Polling District and Polling Places Review</p>	
<b>30 JULY 2019</b>	<p>Review of Work Programme 2019/20</p> <p>Final Polling District and Polling Places Review</p>	
<b>24 SEPTEMBER 2019</b>	<p>Setting of Taxi Tariff</p> <p>Police Licensing Officer Update</p> <p>Review of Work Programme 2019/20</p>	<b>Training</b>
<b>19 NOVEMBER 2019</b>	Review of Work Programme 2019/20	
<b>28 JANUARY 2020</b>	<p>Actual Revenue Expenditure 2019/20</p> <p>Spending Plans 2020/21</p> <p>Fees and Charges 2020/21</p> <p>Preliminary Review of Work Programme 2019/20 and Draft Work Programme 2020/21</p>	
<b>31 MARCH 2020</b>	<p>Update on Fareham &amp; Gosport Environmental Health Partnership – Presentation</p> <p>Final Review of Work Programme 2019/20 and Draft Work Programme 2020/21</p>	