

## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Executive Manager Governance – Mark Stinson  
**To:** Governance and Audit Committee – 3 March 2016  
**(Author:** Christine Morgan – Democratic Services Officer)  
**Subject:** Governance and Audit Committee Work Programme  
**Purpose:** To set out the Work Programme of the Governance and Audit Committee

### **Recommendation:**

That the Committee gives consideration to the contents of this report and identifies any issues for discussion.

### **1.0 BACKGROUND**

- 1.1 The Governance and Audit Committee regularly considers a variety of reports from Internal Audit, External Audit and the Section 151 Officer.
- 1.2 Many of these reports are considered at regular intervals, the majority being annually, half-yearly or quarterly.
- 1.3 In addition to these reports, the Committee also considers issues on an ad-hoc basis with some reports arising from consideration of items at previous meetings.
- 1.4 Attached at Appendix A to this report is the Work Programme for the Governance and Audit Committee. It lays out all the remaining meeting dates for the 2015/16 municipal year, and dates for the 2016/17 municipal year have now been added. Alongside each of these meeting dates are issues considered by the Committee on a regular basis together with the author of the report, its purpose and whether it is mandatory, and the frequency with which it is considered.
- 1.5 Regular items have been transferred from the 2015/16 municipal year to the appropriate meeting dates for the new municipal year of 2016/17. Contributors are requested to confirm that the reports requested, and the meeting dates on which they are to be reported, is correct.
- 1.6 It has been agreed that this Work Programme be a regular item for consideration on the Committee's agenda, thus creating a formal document laying out the work of the Committee in a clear, structured and organised way.
- 1.7 The attached document contains items considered on a regular basis, and also any ad hoc issues as and when they arise, for example, issues raised at a meeting to be covered at a future meeting, and any one-off issues.

### **2.0 OPTIONS**

- 2.1 To note and consider the current status of the Work Programme.

2.2 To do nothing.

### 3.0 REASONS FOR RECOMMENDATION

3.1 To allow Committee members to feed into the Work Programme on a regular basis, to ensure that it stays relevant and up to date.

### 4.0 EXPECTED BENEFITS

4.1 The Work Programme is a formal document laying out the work of the Committee in a clear, structured and organised way, thus providing members with up to date and relevant information.

### 5.0 IMPLICATIONS

#### 5.1 Constitution & Legal

5.1.1 Constitutional and Legal implications have been considered and in the opinion of the author, there are none arising out of this report. However, the Work Programme should assist in providing a clear programme of work for the Governance and Audit Committee in line with the requirements laid out in the Council's Constitution.

#### 5.2 Risk Management

5.2.1 Risk Management implications have been considered and in the opinion of the author, there are none. However, one of the roles of the Governance and Audit Committee is to monitor the effective development and operation of risk management and corporate governance in the Council, and the Work Programme should assist in keeping track of risk issues.

### 6.0 WARDS/COMMUNITIES AFFECTED

6.1 No wards or communities will be affected by this post.

### 7.0 ACRONYMS

7.1 None.

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Background papers:- None

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#### Lead Contact Officer

Name and Post: Christine Morgan (Democratic Services Officer)  
Telephone Number: 01775 764454  
Email: cmorgan@sholland.gov.uk

**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Mandatory Service**

#### Appendices attached to this report:

Appendix A Work Programme for the Governance and Audit Committee