

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5-day scrutiny call-in period, provided the decision is deemed urgent and agreement is given from the Chairman of the relevant Select Committee that the matter is urgent and to waive the scrutiny call-in period. All such decisions are to be reported for information only to the next full Council meeting.
2. Since last reported to Council, the following decisions have been made using urgency procedures:

Date of Decision	Nature of Decision	Reason for Urgency	Decision-Maker
29/11/24	Civic Centre Transformation Project – Uxbridge Library, Museum & Registrars - remaining works and fees.	To complete this key part of the project, including the new Library, new Register Office and Museum builds, on time.	Leader of the Council and on behalf of the Cabinet Member for Finance & Transformation and Cabinet Member for Corporate Services & Property
28/11/24	Corporate Insurance Contract Extension	To retain insurance cover in place.	Leader of the Council and on behalf of the Cabinet Member for Finance & Transformation
26/11/24	Platinum Jubilee Leisure Centre - Platinum Jubilee Leisure Centre – Remaining Works to Completion - Capital Release No.7	For ensuring critical suppliers were appointed to keep the project on track for delivery.	Leader of the Council, and on behalf of the Cabinet Member for Finance & Transformation and the Cabinet Member for Corporate Services & Property

Background Papers: Decision Notices

ii) PROGRAMME OF MEETINGS 2025/26

RECOMMENDATION: That the programme of meetings for 2025/26 as set out in Appendix A, be approved and the Head of Democratic Services in consultation with the Chief Whip of the Majority Party be authorised to make any amendments that may be required throughout the course of the year.

Members are asked to note that during the year some meeting dates / times may change, or additional meetings may be called for the effective conduct of the Council's business.

Background Papers: None

iii) AUDIT COMMITTEE ANNUAL REPORT

Introduction

1. In line with good governance, it is essential that the Audit Committee not only meets and considers the reports and information within its remit, but also ensures that the wider Council is aware of the breadth and extent of the work it does on its behalf. The Annual Report of the Audit Committee 2023/24 contains information to be presented to Council, so that it can be assured that the Committee is acting appropriately on its behalf by providing independent assurance over the governance, risk management and the system of internal control in operation at the Council.

RECOMMENDATION: That the Annual Report of the Audit Committee 2023/24, as attached, be noted.

Information

2. The Annual Report summarises, for the Council, the work of the Audit Committee during 2023/24 and how it has undertaken its responsibilities for reviewing the key areas within its remit. Specifically, these include:
 - Internal Audit
 - External Audit
 - Counter Fraud
 - Risk Management
 - Financial reporting process of the Statement of Accounts.
3. The Annual Report also provides an opportunity for Members to review the work of the Committee and comment on its contribution and performance. The terms of reference of the Committee are detailed in the Annual Report.
4. Alongside the Councillors on the Committee, it is chaired by an independent Co-opted Member, with substantial experience in the public and private sector working in the internal audit, risk management, business improvement and governance fields.
5. In compliance with the Accounts and Audit (Amended) (England) Regulations 2021 the Audit Committee has reviewed the effectiveness of the systems of

internal control by receiving regular reports from these areas above that contribute to the control framework.

6. The Annual Report also concludes that the Audit Committee considers that it has continued to make a significant contribution to ensuring that the key elements of the governance framework are given proper consideration and are appropriately challenged. Going forward, the Committee will continue to develop this role and contribute to strengthen internal control, risk management and governance throughout the authority.

FINANCIAL & LEGAL IMPLICATIONS

There are no financial or legal implications arising directly from this report.

BACKGROUND PAPERS: Nil