

AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME

2023/2024 Municipal Year

NOTE – all Meetings to commence at 2.00 p.m.

	Mtg. No.	1	2	3	Dev. Mtg.	4	5	6	1
Committee Work Area	Contact / Author	31.05.23	26.07.23	20.09.23	11.10.23	15.11.23	24.01.24	20.03.24	29.05.24
Committee Arrangements									
Committee Work Programme	GM	X	X	X		X	X	X	X
Minutes/Actions Arising	DT	X	X	X		X	X	X	X
Review of Terms of Reference	AS				X			X	
Committee Effectiveness Review	SB				X		X		
Committee Annual Report	RW/AS		X(D)	X(F)					
Internal Control and Governance Environment									
Local Code of Corporate Governance	GM						X		
Annual Governance Review Process	GM						X		
Annual Governance Statement (Draft/Final)	GM		X(D)			X(F)			X (D)
AGS Action Plan Update	GM		X				X		X
Anti-Fraud									
Annual Fraud Report	SB		X (Ex)						X
Corporate Anti-Fraud Framework	LG							X	
Corporate Fraud Team – Update Report	LG					X		X	
Corporate Risk Management									
Risk Management Policy & Strategy	GM								X
Annual Risk Management Report	GM	X							X
Strategic Risk Register	GM	X	X	X		X	X	X	X
Corporate Assurance (Internal Audit)									
Corporate Assurance Charter (Annual)	SB	X							X
Corporate Assurance Plan (Consultation/Draft)	SB						X	X	
Corporate Assurance Progress Report	SB		X			X		X	

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Other Corporate Functions contributing to overall assurance programme to be determined:									
Update on Glassworks	KMcA		X (Ex)	X(Ex)					
Information Governance and Cyber Security update (twice yearly)	SM/SW	X				X			X
DPO Update (twice yearly)	RW	X				X			X
Annual Health & Safety Report	SD			X					
Annual Sickness and PDR Report	PQ			X					
Annual Equality and Inclusion Report	MH			X					
Annual Customer Feedback Report and Annual Review Letter	KR/CD			X					
The People Strategy	MP/PQ			X					
Confidential Reporting (Whistleblowing) Annual Report	RW	X							X
Procurement (Annual)	NC/JL								
Asset Management (Annual)	KMc								
Ethical Framework (Annual)	MP/RW								
Partnerships (Annual)	NC/RW								
Constitution Review	PC							X	
DSG Grant/SEND Updates (quarterly)	NS/SD		X(Q4)			X(Q1)	X(Q2)	X(Q3)	
Report of Monitoring Officer – LGSCO Case	SG/KB			X					

Strategic Risk Presentations

Risk	SMT Lead	31.05.23	26.07.23	20.09.23	11.10.23 (Dev. Mtg.)	15.11.23	24.01.24	20.03.24	29.05.24
Health Protection Emergency	AH	X							
Safeguarding Children	CS					X			
SEND	CS					X			
Educational Outcomes Progress	CS							X	
Inclusive Economy	MO'N			X					
Zero Carbon and Environmental Commitments	MO'N			X					
Emergency Resilience	WP		X						
Organisational Resilience	WP		X						
Safeguarding Adults	WL								X
Responsibilities under the Care Act 2014	WL								X
Partnership and Collaboration Governance	NC						X		
Financial Sustainability (included with the MTFS/TM update)	NC							X	
Threat of Fraud/ Cyber	NC						X		

Training / Awareness Sessions

NOTE – Training session to commence at 1.00 p.m.

Subject / Theme	Contact / Author	31.05.23	26.07.23	20.09.23	11.10.23 (Dev. Mtg.)	15.11.23	24.01.24	20.03.24	29.05.24
Budget Training Session	NC/SL								
Cyber Security Threat	SW/SM			X					
Climate and Sustainability Commitments	PC/SC								
People Strategy	MP/PQ								
Designated Schools Grant Safety Valve Prog.	JA/NS					X			
Partnership Governance	NC/RW								
MCA – Understanding the Finances	GS/MT*								
VFM	NC						X		
Transformation Programme (Digital)	DR		X						
New Corporate Assurance Team	SB						X		

*GS – Gareth Sutton MT- Mike Thomas from SYCMA