

AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME

2022/2023 Municipal Year

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

	Mtg. No.	1	2	3	Dev. Mtg.	4	5	6	7
Committee Work Area	Contact / Author	01.06.22	27.07.22	14.09.22	12.10.22	16.11.22	18.01.23	15.03.23	26.04.23
Committee Arrangements									
Committee Work Programme	AS	X	X	X		X	X	X	X
Minutes/Actions Arising	WW	X	X	X		X	X	X	X
Review of Terms of Reference	AS				X				
Self-Assessment/Effectiveness Review	RW				X			X	
Committee Annual Report	RW/AS					X			
Internal Control and Governance Environment									
Local Code of Corporate Governance	SG/AS						X		
Annual Governance Review Process	AS						X		
Annual Governance Statement (Draft/Final)	AS		X(D)			X(F)			
AGS Action Plan Update	AS	X					X		X
Report on Elections issues	SN					X			
Anti-Fraud									
Annual Fraud Report	RW	X							
Corporate Anti-Fraud Plan	RW	X (Ex)							
Corporate Anti-Fraud Strategy	RW							X	
Corporate Fraud Team – Update Report	RW			X				X	
Corporate Risk Management									
Risk Management Policy & Strategy	AS								X
Annual Risk Management Report	AS	X							
Strategic Risk Register	AS	X	X	X		X	X	X	X
Internal Audit									
Internal Audit Charter (Annual)	RW	X							
Internal Audit Plan	RW	X (Ex)					X		X

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Internal Audit Quarterly Report	RW		X			X		X	
Internal Audit Annual Report (Interim / Final)	RW		X (I)	X(F)					
IA Effectiveness Report / Update	RW			X					X
External Audit (Grant Thornton)									
Audit Finding Report (ISA260 Report)	GT					X			
External Audit Plan (2021/22)	GT		X						
Auditors Annual Report on 2021/22 VFM Arrangements	GT						X		
External Audit Progress Report/Update	GT		X	X		X	X	X	X
Financial Reporting and Accounts									
Financial Regulations	NC/SLo						X		
Medium Term Financial Strategy	NC/SLo							X	
Statement of Accounts (Draft / Final)	NC		X(D)			X(F)			
Corporate Finance and Performance Management & Capital Programme Update	NC			X				X	
Treasury Management Annual Report	NC		X						
Treasury Management Progress Report (inc. in the corporate finance update)	NC							X	
Treasury Management Policy & Strategy Statement (inc. in the MTFS update)	NC							X	
Designated Schools Grant (inc. in the MTFS update)	NC							X	
Other Corporate Functions contributing to overall assurance programme to be determined:									
Update on Glassworks	KMcA		X (Ex)			X (Ex)		X (Ex)	
Information Governance and Cyber Security update (twice yearly)	SJH	X				X			

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DPO Update (twice yearly)	RW	X				X			
Human Resources (annual)	MP/JH						X		
Health & Safety Resilience (Annual)	MP/SD						X		
Confidential Reporting (Whistleblowing) Annual Report	SLa/RW								X
Business Continuity/Emergency Resilience (Annual)	MP/SD								
Procurement (Annual)	NC/CA								
Performance Management (Annual)	MP/MR						X		
Asset Management (Annual)	KMc								
Ethical Framework (Annual)	SLa/RW								
Equality and Inclusion (Annual)	MP/HD						X		
Partnerships (Annual)	NC/RW								
Local Government and Social Care Ombudsman Annual Letter	MP			X					
Review of Peer Challenge Activity Across the Council	SLa							X	
Revised Constitution	SLa								
Changes to Contract Procedure Rules	CA/MB						X		

Strategic Risk Presentations

Risk	SMT Lead	01.06.22	27.07.22	14.09.22	12.10.22 (Dev. Mtg.)	16.11.22	18.01.23	15.03.23	26.04.23
Community Resilience	WL	X							
Safeguarding Children	CS		X						
SEND	CS		X						
Glassworks	MO'N			X					
Inclusive Economy	MO'N			X					
Partnership and Collaboration Governance	SLa					X			
Health Protection (CV19)	JB					X			
Emergency Resilience	SLa					X			
Safeguarding Adults	WL	X							
Responsibilities under the Care Act 2014	WL						X		
Educational Outcomes Progress	CS						X		
Financial Sustainability	NC							X	
Threat of Fraud	SLa							X	
Organisational Resilience	SLa								X
Zero Carbon and Environmental Commitments	MO'N								X

Training / Awareness Sessions

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

[illegible]