AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME 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	01.06.22	27.07.22	14.09.22	12.10.22	16.11.22	18.01.23	15.03.23	31.05.23
Committee Arrangements									
Committee Work Programme	AS	Х	Х	Х		Х	Х	Х	Х
Minutes/Actions Arising	DT	Х	Х	Х		Х	Х	Х	Х
Review of Terms of Reference	AS				Х				
Self-Assessment/Effectiveness Review	RW				Х				
Committee Annual Report	RW/AS					Х			
CIPFA Audit Committee Guidance	RW						Х	Х	
Internal Control and Governance Environment									
Local Code of Corporate Governance	SG/AS						Х		
Annual Governance Review Process	AS						Х		
Annual Governance Statement (Draft/Final)	AS		X(D)			X(F)			
AGS Action Plan Update	AS	Х					Х		Х
Report on Elections issues	SN					Х			
Anti-Fraud									
Annual Fraud Report	RW	Х							
Corporate Anti-Fraud Plan	RW	X (Ex)							
Corporate Anti-Fraud Strategy	RW							Х	
Corporate Fraud Team – Update Report	RW			Х				Х	
Corporate Risk Management									
Risk Management Policy & Strategy	AS								Х
Annual Risk Management Report	AS	Х							
Strategic Risk Register	AS	Х	Х	Х		Х	Х	Х	Х
Internal Audit									
Internal Audit Charter (Annual)	RW	Х							

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

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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	31.05.23
Information Governance and Cyber Security update (twice yearly)	SJH	Х				Х			
DPO Update (twice yearly)	RW	Х				Х			
Human Resources (annual)	MP/PQ						Х		
Health & Safety Resilience (Annual)	MP/SD							X	
Confidential Reporting (Whistleblowing) Annual Report	SLa/RW								X
Civil Contingencies (Annual)	MP/SD						Х		
Procurement (Annual)	NC/CA								
Performance Management (Annual)	MP/MR						Х		
Asset Management (Annual)	КМс								
Ethical Framework (Annual)	SLa/RW								
Equality and Inclusion (Annual)	MP						Х		
Partnerships (Annual)	NC/RW								
Local Government and Social Care Ombudsman Annual Letter	MP			x					
Review of Peer Challenge Activity Across the Council	SLa								
Revised Constitution	SLa								

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	31.05.23
Community Resilience	WL	Х							
Safeguarding Children	CS		Х						
SEND	CS		Х						
Glassworks	MO'N			Х					
Inclusive Economy	MO'N			Х					
Partnership and Collaboration Governance	ED Core					Х			
Health Protection (CV19)	JB					Х			
Emergency Resilience	ED Core					Х			
Safeguarding Adults	WL	Х							
Responsibilities under the Care Act 2014	WL						Х		
Educational Outcomes Progress	CS						Х		
Financial Sustainability	NC							Х	
Threat of Fraud	ED Core							Х	
Organisational Resilience	ED Core								Х
Zero Carbon and Environmental Commitments	MO'N								Х

Training / Awareness Sessions

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

Subject / Theme	Contact / Author	01.06.22	27.07.22	14.09.22	12.10.22 (Dev. Mtg.)	16.11.22	18.01.23	15.03.23	31.05.23
Treasury Management Presentation	SL/PD/HI			Х					
Statement of Accounts (30 mins)	SL		Х						
Procurement	CA						Х		
VFM	SL/PD								
Council Plan	SLa								
Climate and Sustainability Commitments	KMcA/SC					Х			
People Strategy	MP/PQ								Х
Role of the Monitoring Officer	SG							Х	
Designated Schools Grant	NC								
Partnership Governance	NC/RW								
MCA – Understanding the Finances	NC								