

**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
<b>Committee Work Area</b>	<b>Contact / Author</b>	<b>31.05.23</b>	<b>26.07.23</b>	<b>20.09.23</b>	<b>11.10.23</b>	<b>22.11.23</b>	<b>17.01.24</b>	<b>20.03.24</b>	<b>29.05.24</b>
<b>Committee Arrangements</b>									
Committee Work Programme	AS	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				
Committee Effectiveness Review	RW		X		X	X			
Committee Annual Report 2022/23	RW/AS		X (D)	X (F)					
<b>Internal Control and Governance Environment</b>									
Local Code of Corporate Governance	SG/AS						X		
Annual Governance Review Process	AS						X		
Annual Governance Statement (Draft/Final)	AS		X(D)	X(F)		X(F)			
AGS Action Plan Update	AS		X			X		X	
<b>Anti-Fraud</b>									
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	
<b>Corporate Risk Management</b>									
Risk Management Policy & Strategy	AS								X
Annual Risk Management Report	AS	X							
Strategic Risk Register	AS	X	X	X		X	X	X	X
<b>Internal Audit</b>									
Internal Audit Charter (Annual)	RW	X							
Internal Audit Plan (Consultation / Draft Plan)	RW						X	X	
Internal Audit Quarterly Report	RW		X			X		X	

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Internal Audit Annual Report (Interim / Final)	RW		X (I)	X(F)					
IA Effectiveness Report / Update	RW			X					X
Global IA Standards	RW	Verbal							
<b>External Audit (Grant Thornton)</b>									
Audit Finding Report (ISA260 Report)	GT					X			
External Audit Plan (2022/23)	GT		X						
Auditors Annual Report on 2022/23 VFM Arrangements	GT	X						X	
External Audit Progress Report/Update	GT	X	X	X		X	X	X	X
<b>Financial Reporting and Accounts</b>									
Financial Regulations	NC								
Contract Procedure Rules	NC/JL		X						
Medium Term Financial Strategy	NC							X	
Statement of Accounts (Draft / Final)	NC		X(D)	X(F)		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	
<b>Other Corporate Functions contributing to overall assurance programme to be determined:</b>									
Update on Glassworks	KMcA		X (Ex)			X (Ex)		X (Ex)	

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



**Training / Awareness Sessions**

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

<b>Subject / Theme</b>	<b>Contact / Author</b>	<b>31.05.23</b>	<b>26.07.23</b>	<b>20.09.23</b>	<b>11.10.23 (Dev. Mtg.)</b>	<b>22.11.23</b>	<b>17.01.24</b>	<b>20.03.24</b>	<b>29.05.24</b>
Budget Training Session	NC/SL							X	
Cyber Security Threat	SW/SM			X					
Climate and Sustainability Commitments	PC/SC								
People Strategy	MP/PQ		X						
Designated Schools Grant Safety Valve Programme	JA/NS					X			
Partnership Governance	NC/RW								
MCA – Understanding the Finances	GS/MT*								
VFM	NC						X		
Council Plan									

\*GS – Gareth Sutton MT – Mike Thomas from SYCMA