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	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	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				
Committee Effectiveness Review	SB				Х		Х	Х	
Committee Annual Report	RW/AS		X(D)	X(F)					
Internal Control and Governance Environment									
Local Code of Corporate Governance	GM						Х		
Annual Governance Review Process	GM						Х		
Annual Governance Statement (Draft/Final)	GM		X(D)			X(F)			X (D)
AGS Action Plan Update	GM		Х				Х		Х
Anti-Fraud									
Annual Fraud Report	SB		X (Ex)						
Corporate Anti-Fraud Strategy	LG							Х	
Corporate Fraud Team – Update Report	LG					Х		Х	
Corporate Risk Management									
Risk Management Policy & Strategy	GM								Х
Annual Risk Management Report	GM	Х							Х
Strategic Risk Register	GM	Х	Х	Х		Х	Х	Х	Х
Corporate Assurance (Internal Audit)									
Corporate Assurance Charter (Annual)	SB	Х							Х
Corporate Assurance Plan (Consultation / Draft Plan)	SB						Х	х	
Corporate Assurance Progress Report	SB		Х			Х		Х	

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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
Corporate Assurance Annual Report (Interim / Final)	SB		X (I)			X(F)			
Corporate Assurance Effectiveness Report / Update	SB			х					х
Global IA Standards	RW	Verbal							
External Audit (Grant Thornton)									
Audit Finding Report (ISA260 Report)	GT					Х			
External Audit Plan (2022/23)	GT								
Auditors Annual Report on 2022/23 VFM Arrangements	GT	Х					Х		
External Audit Update - verbal	GT	Х	Х	Х		Х	Х	Х	Х
Financial Reporting and Accounts									
Financial Regulations	NC								
Contract Procedure Rules	NC/JL					Х			
Medium Term Financial Strategy	NC							Х	
BMBC 2022/23 Informing the Audit Risk Assessment Questionnaire	NC/SL					х			
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		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								

	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
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	Х				х			Х
DPO Update (twice yearly)	RW	Х				Х			Х
Annual Health & Safety Report	SD			Х					
Annual Sickness and PDR Report	PQ			Х					
Annual Equality and Inclusion Report	МН			Х					
Annual Customer Feedback Report and Annual Review Letter	KR/CD			х					
The People Strategy	MP/PQ			Х					
Confidential Reporting (Whistleblowing) Annual Report	RW	Х							Х
Procurement (Annual)	NC/JL								
Asset Management (Annual)	КМс								
Ethical Framework (Annual)	MP/RW								
Partnerships (Annual)	NC/RW								
Review of Peer Challenge Activity Across the Council								Х	
Constitution Review	SG/CT							Х	
DSG Grant/SEND Updates (quarterly)	NS/SD		X(Q4)			X(Q1)	X(Q2)	X(Q3)	
Report of Monitoring Officer – LGSCO Case	SG/KB			Х					

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	Х							
Safeguarding Children	CS					Х			
SEND	CS					Х			
Educational Outcomes Progress	CS							Х	
Inclusive Economy	MO'N			Х					
Zero Carbon and Environmental Commitments	MO'N			Х					
Emergency Resilience	WP		Х						
Organisational Resilience	WP		Х						
Safeguarding Adults	WL								Х
Responsibilities under the Care Act 2014	WL								Х
Partnership and Collaboration Governance	NC						Х		
Financial Sustainability	NC							Х	
Threat of Fraud/ Cyber	NC						Х		

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							Х	
Cyber Security Threat	SW/SM			Х					
Climate and Sustainability Commitments	PC/SC								
People Strategy	MP/PQ								
Designated Schools Grant Safety Valve Prog.	JA/NS					Х			
Partnership Governance	NC/RW								
MCA – Understanding the Finances	GS/MT*								
VFM	NC						Х		
Transformation Programme (Digital)	DR		Х						
New Corporate Assurance Team	SB						Х		

^{*}GS – Gareth Sutton MT- Mike Thomas from SYCMA