

**AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME**

**2024/2025 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	29.05.24	24.07.24	18.09.24	09.10.2024	13.11.2024	15.01.2025	19.03.2025	28.05.2025
<b>Committee Arrangements</b>									
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	SB				X				
Committee Effectiveness Review	SB				X	X			
Committee Annual Report	SB		X(D)						
<b>Internal Control and Governance Environment</b>									
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		X	
<b>Anti-Fraud</b>									
Annual Fraud Report	LG	X							X
Corporate Anti-Fraud Framework	LG							X	
Corporate Fraud Team – Update Report	LG			X				X	
<b>Corporate Risk Management</b>									
Risk Management Policy and Framework	GM		X						
Annual Risk Management Report	GM	X							X
Strategic Risk Register	GM	X	X	X		X	X	X	X
<b>Corporate Assurance (Internal Audit)</b>									
Corp Assurance Charter (Annual)	SB			X					
Corporate Assurance Plan (Consultation / Draft Plan)	SB						X ©	X (D)	
Corporate Assurance Progress Report	SB		X			X		X	

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Corporate Assurance Annual Report (Interim / Final)	SB	X (I)				X(F)			
Corporate Assurance Effectiveness Report / Update	SB		X					X	
<b>External Audit (Grant Thornton)</b>									
Audit Finding Report (ISA260 Report)	GT					X			
External Audit Plan (2024/25)	GT	X						X	
External Audit Plan Progress Report/Update	GT			X					X
Auditors Annual Report on 2023/24 VFM Arrangements	GT						X		
External Audit Update - verbal	GT		X		X				
<b>Financial Reporting and Accounts</b>									
Financial Regulations	NC			X					
Medium Term Financial Strategy	NC							X	
Statement of Accounts (Draft / Final)	NC	X (D)				X (F)			
Corporate Finance and Performance Management Report	NC		X (Q4 – 23/24)			X		X	
Capital Programme Performance Year Ended 31 <sup>st</sup> March 2024	NC		X						
Annual Report on Treasury Management Activities 2023/24	NC		X						
Treasury Management Progress Report	NC					X		X	
Treasury Management Policy & Strategy Statement	NC							X	
Best Value Strategy & Accountability Framework	NC			X					
<b>Other Corporate Functions contributing to overall assurance programme to be determined:</b>									

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Information Governance and Cyber Security update (twice yearly)	SM/SW	X					X		
DPO Update (twice yearly)	DR	X					X		
Annual Health & Safety Report	SD			X					
Annual Sickness and PDR Report	PQ					X			
Annual Equality and Inclusion Report	FD					X			
Annual Customer Feedback Report and Annual Review Letter	KR/CD			X					
People Strategy	MP/PQ					X			
Confidential Reporting (Whistleblowing) Annual Report	WP/SB	X							X
Constitution Review	PC			X					
DSG Grant/SEND Updates (quarterly)	NS/SD		X (q4 23/24)			X (q1 24/25)	X (q2 24/25)	X (q3 24/25)	
Contract Procedure Rules (CPR) Amendments	JL			X					
Report of Monitoring Officer	AP					X			



