

AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME

2021/2022 Municipal Year

	Mtg. No.	1	2	3	Dev. Mtg.	4	5	6	7	1
Committee Work Area	Contact / Author	02.06.21	28.07.21	15.09.21	13.10.21	17.11.21	19.01.22	16.03.22	13.04.22	01.06.22
Committee Arrangements										
Committee Work Programme	AS	X	X	X		X	X	X	X	X
Minutes/Actions Arising	WW	X	X	X		X	X	X	X	X
Review of Terms of Reference	AS				X			X		
Self-Assessment/Effectiveness Review	AS						X			
Internal Control and Governance Environment										
Local Code of Corporate Governance	MMc/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		X
Anti-Fraud										
Annual Fraud Report	RW	X								
Corporate Anti-Fraud Strategy	RW							X		
Corporate Fraud Team - Report	RW			X				X		
Corporate Risk Management										
Risk Management Policy & Strategy	AS								X	
Annual Risk Management Report	AS	X								X
Strategic Risk Register	AS	X	X	X		X	X	X	X	X
Internal Audit										
Internal Audit Charter (Annual)	RW	X								X
Internal Audit Consultation / Plan	RW	X					X		X	X
Internal Audit Quarterly Report	RW		X			X		X		
Internal Audit Annual Report (Interim / Final)	RW	X (I)		X(F)						X
Internal Audit EQA Report	NC			X						

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External Audit (Grant Thornton)										
Audit Finding Report (ISA260 Report)	GT					X				
External Audit Plan	GT		X					X		
Auditors Annual Report	GT						X			
VFM Commentary	GT						X			
Annual Fees Letter	GT							X		
External Audit Progress Report	GT	X	X	X			X	X	X	X
Financial Reporting and Accounts										
Financial Regulations – Update	NC/SLo						X			
MTFS	NC/SLo							X		
Statement of Accounts (Draft / Final)	NC		X(D)			X(F)				
Corporate Finance and Performance Management & Capital Programme Update	NC			X		X		X		
Treasury Management Annual Report	NC									
Treasury Management Progress Report	NC									
Treasury Management Policy & Strategy Statement	NC									
Other Corporate Functions contributing to overall assurance programme to be determined:										
Update on Glassworks	MG		X			X		X		X
Update on Covid-19 Response	SLa		X			X		X		
Information Governance and Cyber Security update (twice yearly)	SIH	X				X				
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		

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Business Continuity/Emergency Resilience (Annual)	MP/SD									
Procurement (Annual)	NC/CA									
Performance Management (Annual)	MP/MR						X			
Asset Management (Annual)	DS	X								
Ethical Framework (Annual)	SLa/RW									
Equality and Inclusion (Annual)	MP/HD						X			
Partnerships (Annual)	MMc									
Local Government and Social Care Ombudsman Decision on Planning Complaint	KMcA		X							
Local Government and Social Care Ombudsman Annual Letter	MP/KL			X						

Strategic Risk Presentations

Risk	SMT Lead	02.06.21	28.07.21	15.09.21	13.10.21 (Dev. Mtg.)	17.11.21	19.01.22	16.03.22	13.04.22	01.06.22
Community Cohesion	WL	X								
Safeguarding Children	MJ-R		X							
SEND	MJ-R		X							
Glassworks	MG			X						
Serious Economic Downturn in Local Economy	MG			X						
Partnership and Collaboration Governance	SLa					X				
Health Protection (CV19)	JB					X				
Organisational Resilience	SLa					X				
Financial Sustainability	NC						X			
Safeguarding Adults	WL						X			
External Market in Adult Social Care Provision	WL						X			
Educational Outcomes Progress	MJ-R							X		
Consistency of Decision Making	SLa							X		

Training / Awareness Sessions

Subject / Theme	Contact / Author	02.06.21	28.07.21	15.09.21	13.10.21 (Dev. Mtg.)	17.11.21	19.01.22	16.03.22	13.04.22	01.06.22
Lessons from Public Interest Reports (Croydon & Nottingham)	GT / NC	X								
Finance Update	NC		X							
Treasury Management Presentation	IR/NC									X
VFM	SL/PD					X				
Commercial Strategy	CP/CA						X			
Council Plan										
Role of the Monitoring Officer										
SCRMCA										

Training and awareness sessions to be confirmed as the year progresses.