AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME

2022/2023 Municipal Year

NOTE – all Meetings to commence at 2.00 p.m.

	Mtg. No.	1	2	3	Dev. Mtg.	4	5	6	7
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	26.04.23
Committee Arrangements									
Committee Work Programme	AS	Х	Х	Х		Х	Х	Х	Х
Minutes/Actions Arising	WW	х	Х	Х		Х	Х	Х	Х
Review of Terms of Reference	AS				Х				
Self-Assessment/Effectiveness Review	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
Annual Report	AS					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							
Internal Audit Plan	RW	X (Ex)					х		Х
Internal Audit Quarterly Report	RW		Х			Х		Х	

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Internal Audit Annual Report (Interim / Final)	RW		X (I)	X(F)					
IA Effectiveness Report / Update				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					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)			Х		Х	
Information Governance and Cyber Security update (twice yearly)	SJH	Х				х			
DPO Update (twice yearly)	RW	х				Х			
Human Resources (annual)	MP/JH						Х		

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Health & Safety Resilience (Annual)	MP/SD						Х		
Confidential Reporting (Whistleblowing) Annual Report	Sla/RW								х
Business Continuity/Emergency Resilience (Annual)	MP/SD								
Procurement (Annual)	NC/CA								
Performance Management (Annual)	MP/MR						Х		
Asset Management (Annual)	DS								
Ethical Framework (Annual)	SLa/RW								
Equality and Inclusion (Annual)	MP/HD						Х		
Partnerships (Annual)	NC/RW								
Local Government and Social Care Ombudsman Annual Letter	MP			х					
Review of Peer Challenge Activity Across the Council	SLa							х	
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	26.04.23
Community Resilience	WL	Х							
Safeguarding Children	CS		Х						
SEND	CS		Х						
Glassworks	MO'N			Х					
Inclusive Economy	MO'N			Х					
Partnership and Collaboration Governance	SLa					Х			
Health Protection (CV19)	JB					Х			
Emergency Resilience	SLa					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	SLa							Х	
Organisational Resilience	SLa								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	26.04.23
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								
Designated Schools Grant	NC								
Partnership Governance	NC/RW								
MCA – Understanding the Finances	NC								