2020/2021 Municipal Year

	Mtg. No.	1	2	3	4	Dev. Meeting	5	6	7	8
Committee Work Area	Contact / Author	3.06.20	29.07.20	16.09.20	28.10.20	28.10.20	02.12.20	20.01.21	17.03.21	14.04.21
Committee Arrangements										
Committee Work Programme	AS	Х	Х	Х	Х		Х	Х	Х	Х
Minutes/Actions Arising	WW	Х	Х	Х	Х		Х	Х	Х	Х
Review of Terms of Reference	AS					Х				
Self-Assessment Review	AS					Х				
Internal Control and Governance Environment										
Local Code of Corporate Governance	MMc/AS		Х							
Annual Governance Review Process	AS	Х						Х		
Annual Governance Statement (Draft/Final)	AS				ΧF					
AGS Action Plan Update	AS	Х							Х	Х
Confidential Reporting (Whistleblowing) Annual Report	SLa/RW								Х	
Anti-Fraud										
Annual Fraud Report	RW	Х								
Corporate Anti-Fraud Strategy	RW								Х	
Corporate Fraud Team - Report	RW			Х					X	
Corporate Risk Management										
Risk Management Update	AS	X	Х				Х	Х		
Risk Management Policy & Strategy	AS								Х	
Annual Report	AS									Х
Strategic Risk Register	AS								Х	
Internal Audit										
Internal Audit Charter (Annual)	RW	Х							Х	

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Committee Work Area	Contact / Author	3.06.20	29.07.20	16.09.20	28.10.20	28.10.20	02.12.20	20.01.21	17.03.21	14.04.21
Internal Audit Consultation / Plan	RW	Х	Х					Х	Х	Х
Internal Audit Quarterly Report	RW		Х				Х	Х		Х
Internal Audit Annual Report	RW	Х	Х							
Annual Review of the Effectiveness of IA	RW									Х
External Audit (Grant Thornton)										
Annual Governance Report (ISA260 Report)	GT				Х					
Audit Plan	GT								Х	
Annual Audit Letter	GT							Х		
Annual Fees Letter	GT									
External Audit – IT SAP Report	GT			Х						
External Audit Progress Report	GT	Х	Х	Х			Х	Х	Х	Х
Financial Reporting and Accounts										
Financial Regulations – Update	NC/SLo						Х			
Statement of Accounts (Draft / Final)	NC				ΧF					
Corporate Finance and Performance Management & Capital Programme Update	NC			х			Х		Х	
Treasury Management Annual Report	NC/SW		Х							
Treasury Management Progress Report	NC/SW						Х			
Treasury Management Policy & Strategy Statement	NC								Х	
Other Corporate Functions contributing to overall assurance programme to be determined:										
Update on Glassworks	MG	Х					Х		Х	
Update on Covid-19 Response	SLa	Х					Х	X*		Х
Information Governance and Cyber Security update (twice yearly)	SJH	Х					Х			
DPO Update (twice yearly)	RW	Х					Х			

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Committee Work Area	Contact / Author	3.06.20	29.07.20	16.09.20	28.10.20	28.10.20	02.12.20	20.01.21	17.03.21	14.04.21
Human Resources (annual)	MP/JH			(X)					Х	
Health & Safety Resilience (Annual***)	MP/SD						Х			
Business Continuity/Emergency Resilience (Annual)	MP/SD									
Procurement (Annual)	NC/CA		(X)							
Performance Management (Annual)	MP/MR	(X)						Х		
Asset Management (Annual)	DS								Х	
Ethical Framework (Annual)	SLa/RW		(X)							
Equality and Inclusion (Annual)	MP/HD							Х		
Partnerships (Annual)	ММс	(X)								
Insurance Claims (Annual)	NC/DC			(X)						
Local Government and Social Care Ombudsman Annual Letter	MP/KL			(X)			Х			

(X) – future years

*LGA Recovery and Renewal Panel Report – Cabinet 16th December