AUDIT AND GOVERNANCE COMMITTEE – WORK PROGRAMME 2020/2021 Municipal Year

Mtg. No.	Contact / Author	1	2	3	4	Dev. Mtg.	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	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				
Self-Assessment Review	AS					X				
Internal Control and Governance Environment										
Local Code of Corporate Governance	MMc/AS		X							
Annual Governance Review Process	AS	X						X		
Annual Governance Statement (Draft/Final)	AS				X F					
AGS Action Plan Update	AS	X							X	X
Anti-Fraud										
Annual Fraud Report	RW	X								
Corporate Anti-Fraud Strategy	RW								X	
Corporate Anti-Fraud Team - Update Report	RW			X					X	
Corporate Risk Management										
Risk Management Update	AS	X	X				X	X		
Risk Management Policy & Framework	AS								X	
Annual Report	AS	(X)								
Strategic Risk Register	AS								X	
Internal Audit										
Internal Audit Charter (Annual)	RW	X								
Internal Audit Consultation / Plan	RW	X	X					X	X	
Internal Audit Quarterly Report	RW		X				X	X	X	

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Internal Audit Annual Report	RW	X	X							
Internal Audit – External Quality Assessment	RW									X
External Audit (Grant Thornton)										
Annual Governance Report (ISA260 Report)	GT				X					
Audit Plan	GT									X
Annual Audit Letter	GT							X		
Annual Fees Letter	GT									
External Audit – IT SAP Report	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 & Budget Pack	NC/SLo								X	
Statement of Accounts (Draft / Final)	NC				X F					
Corporate Finance and Performance Management & Capital Programme Update	NC			X			X		X	
Treasury Management Annual Report	NC/SW		X							
Treasury Management Progress Report	NC/SW						X			
Other Corporate Functions contributing to overall assurance programme to be determined:										
Update on Glassworks	MG	X					X			X
Update on Covid-19 Response	SLa	X					X	X*		X
Information Governance and Cyber Security update (twice yearly)	SJH	X					X			
DPO Update (twice yearly)	RW	X					X			
Human Resources (annual)	MP/JH			(X)						
Health & Safety Resilience (Annual***)	MP/SD						X			

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Confidential Reporting (Whistleblowing) Annual Report	SLa/RW								X	
Procurement (Annual)	NC/CA		(X)							
Performance Management (Annual)	MP/MR	(X)						X		
Asset Management (Annual)	DS									X
Ethical Framework (Annual)	SLa/RW		(X)							
Equality and Inclusion (Annual)	MP/HD							X		
Partnerships (Annual)	MMc	(X)								
Insurance Claims (Annual)	NC/DC			(X)						
Local Government and Social Care Ombudsman Annual Letter	MP/KL			(X)			X			

(X) – future years

Training / Awareness Sessions

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New VFM Commentary / Redmond Review	GT / NC								X	
Treasury Management	NC									X