

## AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME

### Additions to 4 November 2020

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### Deletions from 4 November 2020

- Internal Audit Monitoring Report.

**Committee Date: 16 December 2020**

<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
External Auditor's Progress Report	<del>To consider the external auditors' report on progress against planned outputs.</del>	External Auditors.	No. Report not necessary as the 2020/21 audit will not have started by this point.
Annual Audit Letter 2019/20	To consider the external auditors' Audit Letter 2019/20.	External Auditors.	Yes – moved from 23 September 2020 due to impact of COVID-19.
Internal Audit Plan Monitoring Report	To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	Head of Corporate Services.	No.
Monitoring of Significant Governance Issues	To consider the monitoring report on the Significant Governance Issues identified in the Annual Governance Statement and to review progress against the actions.	Borough Solicitor.	No.
Counter Fraud Unit Update	To consider the six monthly update from the Counter Fraud Unit.	Head of Finance and Asset Management / Counter Fraud Manager.	No.
Annual Update on Council's Safeguarding Arrangements	Annual report to give assurance as to the level of the Council's compliance with its safeguarding duty.	Head of Community Services.	Yes - Moved from 4 November 2020 due to resource availability (originally scheduled for 29 July 2020).

**NB – Changes from previous work programme highlighted in bold**

Committee Date: 16 December 2020			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Food Standards Agency Audit	To consider the findings of the Food Standards Agency.	Head of Community Services	Yes - Moved from 4 November 2020 due to resource availability (originally schedule for 29 July 2020).
Annual Report on Health and Safety Activities	To consider the adequacy of the Council's health and safety arrangements.	Head of Community Services.	Yes – moved from 23 September 2020 due to impact of COVID-19.
Corporate Risk Register	To consider the risks contained within the Corporate Risk Register and assurance that the risks are being effectively managed.	Head of Corporate Services.	No.
<b>Money Laundering Policy.</b>	<b>To consider the policy and recommend to Executive Committee that it be approved.</b>	<b>Head of Finance and Asset Management / Counter Fraud Manager.</b>	<b>Yes – moved from 4 November 2020. Postponed due to impact of COVID-19 on resource availability.</b>
<b>Internet and Social Media Investigation Policy.</b>	<b>To consider the policy.</b>	<b>Head of Corporate Services.</b>	<b>No.</b>
<b>Corporate Risk Register.</b>	<b>To consider the risks contained within the Corporate Risk Register and assurance that the risks are being effectively managed.</b>	<b>Head of Corporate Services.</b>	<b>Yes – moved from 4 November 2020 to allow review of the information by Management Team.</b>

NB – Changes from previous work programme highlighted in bold

<b>Committee Date: 24 March 2021</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Local Authority Serious and Organised Crime Checklist	To consider progress made against the action plan.	Head of Finance and Asset Management / Counter Fraud.	No.
<del>External Auditor's Progress Report</del>	<del>To consider the external auditors' report on progress against planned outputs.</del>	<del>External Auditors.</del>	<del>No. – Report not needed as the this will be provided as part of the Audit Plan report.</del>
External Auditor's Audit Plan 2020/21	To consider the external auditor's Audit Plan 2020/21.	External Auditors.	No.
External Auditor's Housing Benefit Certification Report	To consider the external auditor's housing benefit certification report.	External Auditors.	No.
Statement of Accounting Policies	To approve the accounting policies to be used during the 2020/21 closedown.	Finance Manager.	No.
Internal Audit Plan Monitoring Report	To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	Head of Corporate Services.	No.
Internal Audit Six Month Plan 2021/22	To approve the Internal Audit Six Month Plan 2021/22 (Apr-Sept).	Head of Corporate Services.	No.
Monitoring of Significant Governance Issues	To consider the monitoring report on the Significant Governance Issues identified in the Annual Governance Statement and to review progress against the actions.	Borough Solicitor.	No.

**NB – Changes from previous work programme highlighted in bold**

**Committee Date: 24 March 2021**

<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Internal Audit Quality Assurance and Improvement Programme	To consider the annual update on the Internal Audit Quality Assurance and Improvement Programme.	Head of Corporate Services.	Yes – moved from 29 July 2020 meeting as quality assurance and improvement programme but back to March 2021 due to impact of COVID-19.
Corporate Risk Register	To consider the risks contained within the Corporate Risk Register and assurance that the risks are being effectively managed.	Head of Corporate Services.	No.

**NB – Changes from previous work programme highlighted in bold**

<b>Committee Date: July 2021</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Counter Fraud Unit Report	To consider the annual update on the work of the Counter Fraud team.	Head of Finance and Asset Management / Counter Fraud Manager.	No.
Annual Update on Council's Safeguarding Arrangements	Annual report to give assurance as to the level of the Council's compliance with its safeguarding duty.	Head of Community Services.	No.
External Auditor's Findings	To consider the external auditor's findings 2020/21.	External Auditors.	No.
Letter of Representation	To consider the S151 Officer's Letter of Representation on the closure of the accounts for the year ended 31 March 2021.	Head of Finance and Asset Management.	No.
Statement of Accounts 2020/21	To approve the Statement of Accounts 2020/21.	Head of Finance and Asset Management.	No.
Fee Scale for the Audit 2021/22	To consider the audit scale fee for 2021/22.	Head of Finance and Asset Management.	No.
Internal Audit Plan Monitoring Report	To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	Head of Corporate Services.	No.

**NB – Changes from previous work programme highlighted in bold**

<b>Committee Date: July 2021</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Internal Audit Annual Report 2020/21	To consider the Internal Audit Annual Report 2020/21 and the assurance from the work undertaken during the year on the level of internal control within the systems audited during the year.	Head of Corporate Services.	No.
Annual Governance Statement 2020/21	To approve the Annual Governance Statement 2020/21.	Borough Solicitor.	No.
Corporate Risk Register	To consider the risk register and the risks contained within it.	Head of Corporate Services.	No.
Audit and Governance Committee Annual Report 2020/21	To approve the Audit and Governance Committee Annual Report 2020/21.	Head of Corporate Services.	No.

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<b>Committee Date: September 2021</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Has agenda item previously been deferred? Details and date of deferment required</b>
Annual Audit Letter 2020/21	To consider the external auditor's Audit Letter 2020/21.	External Auditors.	No.
External Auditor's Progress Report	To consider the external auditor's report on progress against planned outputs.	External Auditors.	No.
Annual Report on Health and Safety Activities	To consider the adequacy of the Council's health and safety arrangements.	Head of Community Services.	No.
Internal Audit Six Month Plan 2021/22	To approve the Internal Audit Six Month Plan 2021/22 (Oct-Mar).	Head of Corporate Services.	No.
Monitoring of Significant Governance Issues	To consider the monitoring report on the Significant Governance Issues identified in the Annual Governance Statement and to review progress against the actions.	Borough Solicitor.	No.
Corporate Risk Register	To consider the risks contained within the Corporate Risk Register and assurance that the risks are being effectively managed.	Head of Corporate Services.	No.

**NB – Changes from previous work programme highlighted in bold**

<b>OTHER ITEMS</b>			
<b>Agenda Item</b>	<b>Overview of Agenda Item</b>	<b>Lead Officer</b>	<b>Comments</b>

**NB – Changes from previous work programme highlighted in bold**