

**Audit and Governance Work Programme
2017/18**

Function area	Report	Purpose
November 2017		
External audit (annual)	Annual audit letter	To review the annual audit letter
External audit	External auditor report	To note the timetable for completion of the 2017/18 audit; 2016/17 audit cycle and current issues update.
Internal audit	Progress report on 2017/18 internal audit plan	To update members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.
Governance (annual)	Raising Concerns at Work policy	To review and approve, if necessary, any changes to the policy.
Governance (annual)	Information governance review	To review the council's information governance requirements to include all complaints (inc. children's social care), information requests, breaches of Data Protection Act, corporate governance and Regulation of Investigatory Powers Act.
Internal audit (Bi-annual)	Internal tracking of audit recommendations	Monitor implementation of action plans agreed in response to recommendations made by internal audit
Internal/external audit (annual)	Review of performance of internal and external audit	<ul style="list-style-type: none"> • To consider a report dealing with the management and performance of the providers of internal audit services • Ensure that there are effective relationships between external and internal audit and that the value of the combined internal and external audit process is maximised.
Governance (Quarterly)	Corporate risk register	To consider the quarterly status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.
Governance	Overview of council's constitution	To propose a process for reviewing the constitution
Governance (as and when there are working groups)	Working group update	To provide an update

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January 2018		
External audit	Grant Certification Letter	<ul style="list-style-type: none"> Report on grant claims completed in 2016/17 plus update on fees
External audit	External auditor report	<ul style="list-style-type: none"> Timetable for completion of 2017/18 and current issues update.
Governance (Annual)	Annual governance statement progress	<ul style="list-style-type: none"> Review of the effectiveness of the council's governance process and system of internal control. Update on the progress of the annual governance statement
Governance (Annual)	Constitution Review	Conduct an overview of the council's constitution and recommendation to council of any changes
Governance (Annual)	Contract procedure rules, finance procedure rules and the anti-fraud and corruption strategy Working group update	Review of procedure rules/strategy and approve any amendments to the rules. To provide an update.
Governance (as and when there are working groups)		
Governance (Quarterly)	Corporate risk register	To consider the quarterly status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.
Governance (every meeting)	Work programme	To note the current work programme of the committee
March 2018		
External audit (Annual)	External auditors annual plan	Review and agree the external auditors annual plan, including the annual audit fee and annual letter.
External audit	Informing the risk assessment	Report setting out risks and council's approach to managing risks in key areas.
External audit	External auditor report	Timetable for completion of 2017/18 and current issues update.
Internal audit (Annual)	Internal audit plan for 2018/19	To consider the internal audit plan for 2018/19.
Internal audit	Progress report on 2017/18 internal audit plan	To update members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.

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Governance (as and when there are working groups)	Working Group Update	To note progress of the working group
Governance (Bi-annual)	Internal tracking of audit recommendations	Monitor implementation of action plans agreed in response to recommendations made by internal audit
Governance (Annual)	Future work programme for 2018/19	To note the work programme for 2018/19.
Governance (Quarterly)	Corporate risk register	To consider the quarterly status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.