Audit and Governance Work Programme
2018/19

Function area	Report	Purpose
September 2018		
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 (Q1)
Governance	Contract procedure rules and finance procedure rules	To approve any amendments to the contract procedures and finance procedure rules
Internal audit	Progress report on 2018/19 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 and includes the re-audit of the Blueschool House recommendations
Governance (as and when there are working groups)	Working group update	To provide an update.
External audit (annual)	Annual audit letter	To review the annual audit letter
Governance (Annual)	Code of Conduct complaints Annual Report	To receive the code of conduct complaints annual report
Governance	Capital project management and control internal audit progress update	Closure report on the SWAP recommendations relating to capital project management and control raised in the Internal Auditors audit findings report regarding the joint customer services hub (Blueschool House) capital project presented in September 2017.
Governance	Governance arrangements for Hoople Ltd	To update the committee of the governance arrangements for Hoople Ltd
Waste contract (Annual)	Energy from waste (EFW) Loan Update	To provide assurance to the audit and governance committee on the status of the energy from waste (EfW) loan arrangement.
Governance (every meeting)	Work programme	To note the current work programme of the committee
November 2018		
Internal audit	Progress report on 2018/19 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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Function area	Report	Purpose
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 Act.
Governance (as and when there are working groups)	Working group update	To provide an update
Governance (every meeting)	Work programme	To note the current work programme of the committee
January 2019		
Governance (Annual)	Annual governance statement progress	• Review of the effectiveness of the council's governance process and system of internal control. • Update on the progress of the annual governance statement
External audit	Annual Certification Letter	Report on the grant claims completed in 2017/18 plus an update on fees.
External audit (Annual)	External auditors annual plan	Review and agree the external auditors annual plan, including the annual audit fee and annual letter.
Governance (Annual)	Contract procedure rules, finance procedure rules and the anti-fraud and corruption strategy	Review of procedure rules/strategy and approve any amendments to the rules.
Internal audit (Bi-annual)	Internal tracking of audit recommendations	Monitor implementation of action plans agreed in response to recommendations made by internal audit
Governance (as and when there are working groups)	Working group update	To provide an update.
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 (Q2).
Governance (every meeting)	Work programme	To note the current work programme of the committee
March 2019		
External audit	External audit progress update	Update on progress to date in order to comment on the scope and depth of external audit work and ensure that it gives value for

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Governance (Quarterly)	Corporate risk register	money and includes interim audit findings and the informing the risk assessment document. 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 (Q3).
Internal audit (Annual)	Internal audit plan for 2019/20	To consider the internal audit plan for 2019/20.
Internal audit	Progress report on 2018/19 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.
Internal audit (annual)	Internal audit charter	**To approve the internal audit charter**
Governance (as and when there are working groups)	Working Group Update	To note progress of the working group
Governance (Annual)	Future work programme for 2019/20	To note the work programme for 2019/20.