Appendix A

3.5.10	Governance Committee Constitution	Report	January 2024	March 2024	June 2024	July 2024	September 2024	October 2024	January 2025	March 2025	June 2025
J.J.10	Internal Audit	Internal Audit									
	To consider the Head of Internal Audit's annual report and opinion, and a	Internal Audit Plan and Internal Audit Charter		Internal Audit Plan	Annual Report and					Internal Audit - Planning	Internal Audit -
a	1				·						
	summary of internal Audit activity (actual and proposed) and the level of	Progress Report on Internal Audit Plan (see part b for timing)		and Charter	Opinion					Approach and Charter	Progress Report
	assurance it can give over the Council's corporate governance	Internal Audit Annual Report and Opinion									(including update
	arrangements.	· · ·									on audit actions)
	· ·										On addit actions)
b	To consider summaries of specific Internal Audit reports and the main	Progress Report on Internal Audit Plan	Progress Report	Progress Report	Internal Audit	Internal Audit -		Internal Audit –		Internal Audit - Annual	
	issues arising and seek assurance that action has been taken where				Progress Report	Progress Report		Progress Report		Report and Opinion	
	necessary.					(including update		(including update			
	liecessary.										
						on audit actions)		on audit actions)			
С	To consider reports dealing with the management and performance of the										
	providers of Internal Audit Services.										
-	l'	Update on Audit Recommendations Report									
a	To consider a report from Internal Audit on agreed recommendations not	Update on Audit Recommendations Report									
	implemented within a reasonable timescale.										
e	To be able to call senior officers and appropriate members to account for	No specific activity required as part of normal questioning									
-	relevant issues within the remit of the Committee.										
		activity									
f	The Committee will not receive detailed information on investigations	Progress report on internal audit plan (see part b for timing)									
	relating to individuals. The general governance principles and control issues										
	may be discussed, in confidential session if applicable, at an appropriate										
	time, to protect the identity of individuals and so as not to prejudice any										
	action being taken by the Council.										
2 5 44		F . 14 P.									
3.5.11		External Audit									
a	Review and agree the External Auditors annual plan, including the annual	External Audit Annual Plan	2022/23 External	1		Possible External	External Audit		External Audit –	External Audit - Audit Plan	External Auditor's
	audit Fee and annual letter and receive regular update reports on progress.	Annual Audit Fee Letter	Auditors Annual	I		Audit Progress	Findings Report		Auditor's Annual	2024/25	Draft Plan (including
	addit i ce dilu alliluari letter allu receive regular upuate reports off progress.					-	illulligs Report			2024/23	, ,
		External Audit Progress Update	Report (VFM	I		Report			Report 2023/24		indicative fee)
		External Audit Findings Report	findings)	I							
		External Auditor's Annual Report	3-7	I							
		· ·		I							
		Update on Audit Recommendations Report									
				I							
	T 11 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5. 14 5.5 11.1.	F	F							
D	To consider specific reports from the External Auditor.	External Audit Progress Update	External Audit	External Audit Plan							
			Progress Report and	/Progress Report							
			Sector Update	' '							
			Sector Opuate					-		<u> </u>	
С	To meet privately with the External Auditor once a year if required.	Not required to be scheduled on work programme									
d	To comment on the scope and depth of external audit work and to ensure it	No specific activity required as part of normal questioning									
	gives value for money.	activity									
	,	activity						-		<u> </u>	
e	To recommend appointment of the council's local (external) auditor.										
f	Ensure that there are effective relationships between external and internal	No specific activity required as part of normal questioning									
	· ·	activity. External Audit can place limited reliance on Internal		1					1	1	1
	audit that the value of the combined internal and external audit process is	,		1					1	1	1
	maximised.	Audit Work.	<u></u>	<u></u>	<u> </u>		<u></u>	<u> </u>	<u></u>	<u> </u>	<u> </u>
3.5.12	Governance										
	To maintain an overview of the council's Constitution, conduct a biennial	Accounting Policy Update	Cantanat and Financia	Accounting Policy			Contract procedure		Cantanatanat	Accounting Policy Update (if	
2											
a	1	, ,	Contract and Financia	,			·		Contract and		
a	review and recommend any changes to council other than changes to the	Contract and Finance Procedure Rules	Procedure Rules	Update (if required)			and financial		Financial Procedure	required)	
a	review and recommend any changes to council other than changes to the	Contract and Finance Procedure Rules		,			·				
a	review and recommend any changes to council other than changes to the contract procedure rules, finance procedure rules which have been	, ,	Procedure Rules	,			and financial procedure rules		Financial Procedure Rules Update (if		
a	review and recommend any changes to council other than changes to the	Contract and Finance Procedure Rules	Procedure Rules	,			and financial		Financial Procedure		
a	review and recommend any changes to council other than changes to the contract procedure rules, finance procedure rules which have been	Contract and Finance Procedure Rules	Procedure Rules	,			and financial procedure rules		Financial Procedure Rules Update (if		
a	review and recommend any changes to council other than changes to the contract procedure rules, finance procedure rules which have been	Contract and Finance Procedure Rules	Procedure Rules	,			and financial procedure rules		Financial Procedure Rules Update (if		
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a	review and recommend any changes to council other than changes to the contract procedure rules, finance procedure rules which have been	Contract and Finance Procedure Rules	Procedure Rules	,			and financial procedure rules		Financial Procedure Rules Update (if		
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a h	review and recommend any changes to council other than changes to the contract procedure rules, finance procedure rules which have been delegated to the committee for adoption.	Contract and Finance Procedure Rules Proposed Changes to the Constitution	Procedure Rules Update (if required)	Update (if required)	Work Programme	Work Programme	and financial procedure rules Update	Work Programme	Financial Procedure Rules Update (if required)	required)	
b	review and recommend any changes to council other than changes to the contract procedure rules, finance procedure rules which have been delegated to the committee for adoption. To monitor the effective development and operation of risk management	Contract and Finance Procedure Rules Proposed Changes to the Constitution Work Programme	Procedure Rules	Update (if required) Work Programme	Work Programme	Work Programme	and financial procedure rules	Work Programme	Financial Procedure Rules Update (if required)	required)	Work Programme
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Audit and Governance Committee Work Programme 2023/24

Meeting: Tuesday 11 June 2024

Description of the control of the co	Audit and	Governance Committee Constitution	Report	January 2024	March 2024	June 2024	July 2024	September 2024	October 2024	January 2025	March 2025	June 2025
word for affile toward of particle toward of partic	g	To annually review the council's information governance requirements.	Annual Review of Information Access / Governance							Information Access		
Second content of the content of t	h	review of the effectiveness of partnership arrangements together with monitoring officer, s151 officer, caldicott guardian and equality and compliance manager reviews).										
The commendation is Counted. Counted Coun	i	,										
Tas a row, in conjunction with a steman advance advanc	j		On an ad hoc basis only									
Description of the control of the co	3 5 13											
better the production of the p	a	To review, in conjunction with external advisers advising the council as lender, the risks being borne as a result of the funding provided by the council to Mercia Waste Management Ltd and consider whether the risks being borne by the council, as lender, are reasonable and appropriate having regard to the risks typically assumed by long term senior funders to waste projects in the United Kingdom and best banking practice.	Energy from Waste Loan Update						Loan Update			
selected in the event of a default or heacts of to committed, and make recommendations as appropriate to council, the council is student or finders or cobined as appropriate to council the event of the council or student or the council or the council or student or the council o	b	best banking practice having regard to any such external advice, including the terms of any waivers or amendments which may be required or are	Energy from Waste Loan Update									
position of the council as lender to the waste project: (i) make recommendation a spengrosiste to Council with regards to its budget and policy framework and the loan to the waste project. (ii) generally to take such other tesps in relation to the loan within the scope of these terms of reference as the committee considers to be appropriate. 2.5.1.4 Code of Conduct. To premote and maintain high standards of conduct by appropriate. 2.5.2.5 Code of Conduct. To premote and maintain high standards of conduct by appropriate. 3.5.2.6 Code of Conduct. To premote and maintain high standards of conduct by the council in the council of	c	as lender in the event of a default or breach of covenant by Mercia Waste Management Ltd, and make recommendations as appropriate to Council, the council's statutory officers or cabinet as appropriate to ensure the appropriate enforcement of security and litigation in relation to the loan to Mercia Waste Management Ltd							Loan Update			
members and co-opted members of the Council To support Town and Parish Councils with the county to promote and maintain high standards of conduct by members and co-opted members of the Council. To recommend to Council the adoption of a code dealing with the conduct that is expected of members and co-opted members of the Council. Code of Conduct the adoption of a code dealing with the conduct that is expected of members and co-opted members of the Council. Code of Conduct the adoption of a code dealing with the conduct that is expected of members and co-opted members of the Council. Code of Conduct for Councillors - 6 monthly update To publicise the adoption, revision or replacement of the Council's Code of Conduct for Councillors - 6 monthly update To oversee the process for the recruitment of the Independent Persons and make recommendations to Council for their appointment. To annually review overall figures and trends from code of conduct complaints which will include number of upheld complaints by reference to individual counciliors within unitary, town and parish councils and when a code of conduct complaints has been upheld by the Monitoring Officer or by the Monitoring Off	d	position of the council as lender to the waste project: (i) make recommendation as appropriate to Council with regards to its budget and policy framework and the loan to the waste project (ii) generally to take such other steps in relation to the loan within the scope of these terms of reference as the committee considers to be appropriate.	Energy from Waste Loan Update									
maintain high standards of conduct by members and co-opted members of the Council. b To recommend to Council the adoption of a code dealing with the conduct that is expected of members and co-opted members of the Council. c To keep the code of conduct under review and recommend changes/replacement to Council as appropriate. C To keep the code of conduct under review and recommend changes/replacement to Council as appropriate. d To publicise the adoption, revision or replacement of the Council's Code of Conduct. e To oversee the process for the recruitment of the Independent Persons and make recommendations to Council for their appointment. f To annually review overall figures and trends from code of conduct complaints by reference to individual counciliors within unitary, town and parish councils and when a code of conduct complaints has been uplied to when an accode of conduct conduction, the council has been uplied by the Monitoring Officer or by the Standards Panel, after the option of any appeal has been concluded, promptly to publish the mane of the councilior, the council, the nature of	3.5.14											
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g To grant dispensations under Section 33 (2)(b)(d) and (c) Localism Act 2011 On an ad hoc basis only or any subsequent amendment.	g	or any subsequent amendment.										
h To hear appeals in relation to dispensations granted under section 33 (2)(a) On an ad hoc basis only and (c) Localism Act 2011 by the monitoring officer.	h		On an ad hoc basis only									
3.5.15 Accounts	3.5.15											
To review and approve the Statement of Accounts, external auditor's opinion and reports on them and monitor management action in response to the issues raised by external audit. Statement of Accounts External Auditor Report External Auditor Report		To review and approve the Statement of Accounts, external auditor's opinion and reports on them and monitor management action in response										

Appendix A