Audit and Governance Work Programme
2017/18

Function area	Report	Purpose
May 2017		
Governance (annual)	Annual governance statement	• To approve the annual governance statement. • Review the effectiveness of partnership arrangements, together with monitoring officer, S151 officer, Caldicott guardian and equality and compliance manager reviews.
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.
Internal audit (bi-annual)	Internal tracking of audit recommendations	To monitor implementation of action plans agreed in response to recommendations made by internal audit
Governance (annual)	Contract procedure rules, finance procedure rules and anti-fraud and corruption strategy	To approve the contract procedure rules; the finance procedure rules and the anti-fraud and corruption strategy
Governance (as and when there are working groups)	Working group update: standards and governance improvement	• To provide an update and the work of the two working groups. • To approve the recommendation to council of the revised code of conduct
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
July 2017		
Governance (quarterly)	Corporate risk register	To consider the status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.
Accounts (Annual)	Draft statement of account	To note the draft statement of accounts
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.

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2017/18

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Governance (every meeting)	Work programme	To note the current work programme of the committee
September 2017		
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.
Internal audit (Bi-annual)	Internal tracking of audit recommendations	Monitor implementation of action plans agreed in response to recommendations made by internal audit
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.
Internal audit (Annual)	SWAP annual report	To consider SWAP's annual report and opinion, and a summary of the internal audit activity and the level of assurance it can give over the council's corporate governance arrangements
Accounts (annual)	Signing of accounts	To approve the statement of account
Governance (as and when there are working groups)	Working group update	To provide an update and the work of the two working groups.
External audit	External auditor report	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 money.
Governance (annual)	Statement on Internal Control	Review the council's Statement of Internal Control and recommend its adoption to council
External audit (Every three years)	Appointment of the Council's local (external) auditor	To recommend the appointment of the council's local (external) auditor to council.
Governance (every meeting)	Work programme	To note the current work programme of the committee
November 2017		
External audit (annual)	Annual audit letter	To review the annual audit letter
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

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		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 Act.
TBC	Highways network asset revaluation	
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 2018		
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
Governance (Annual)	Constitution Review	Conduct an overview of the council's constitution and recommendation to council of any changes
Governance (Annual)	Code of Conduct Review and complaints	• Review the code of conduct and recommend any changes to the code to council • Review code of conduct complaints
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.
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.

Audit and Governance Work Programme
2017/18

Function area	Report	Purpose
Governance (every meeting)	Work programme	To note the current work programme of the committee
March 2018		
Internal audit (Annual)	Internal audit charter 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.
External audit (Annual)	External auditors annual plan	Review and agree the external auditors' annual plan, including the annual audit fee and annual letter.
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.