

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

Function area	Report	Purpose
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	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.
External audit	Update on audit of accounts (<i>as agreed at meeting on 20 September 2017</i>)	Final audited accounts for 2016/17 Clear statement of management actions to address the weaknesses identified; progress on those actions and planning for 2017/18 close down; Approach to the valuation of assets and cycle of revaluation
Governance	Update from internal control improvement board (<i>as agreed at meeting on 20 September 2017</i>)	Progress on agreed actions arising from SWAP audit of joint customer services hub capital project
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.

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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	Review of implementation of SWAP recommendations following audit of the joint customers services hub <i>(added following meeting on 20 September 2017)</i>	Internal audit to provide an update on the further review once internal control improvement board have implemented SWAP recommendations.
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 (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.