

**AUDIT & GOVERNANCE COMMITTEE
WORK PROGRAMME – 2023/2024**

Date of Meeting: 25 July 2023		
Subject	Lead Officer / Member	Comments
Statement of Accounts		
Draft Annual Governance Statement 2022/23 and Local Code of Corporate Governance	Group Head of Finance	Draft version to be considered by Committee (final version will be presented with the Annual Accounts)
Governance Framework		
Updates to Corporate Risk Register	Finance & Risk Manager	
Treasury Management		
Treasury Management Annual Report 2022/23	Senior Accountant (Treasury Management)	Recommendations for approval by Full Council
Internal Audit		
Annual Internal Audit Report & Opinion 2022-2023	Southern Internal Audit Partnership	
Other Items		
Independent Remuneration Panel – Review of the Members’ Allowances Scheme for Arun District Council – Outline Report and Timetable	Committee Services Manager	
Counter-Fraud Report 2022/23	Group Head of Finance	
Work Programme		
To agree the rolling work programme for 2023/24		

Date of Meeting: 28 September 2023		
Subject	Lead Officer / Member	Comments
External Audit		
Auditor’s Annual Report	Ernst & Young	Covering the audit of the 2021/22 Accounts
Response to E&Y on annual assurance letter regarding governance arrangements	Committee Chair	Letter to be sent to external audit

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Internal Audit		
Progress Against the Audit Plan	Southern Internal Audit Partnership	
Treasury Management		
Treasury Management Interim Report	Senior Accountant (Treasury Management)	
Governance Framework		
Updates to Corporate Risk Register	Finance & Risk Manager	
Other Items		
Annual update on the Council's use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA)	Group Head of Law & Governance	
RIPA Policy and Guidance	Group Head of Law & Governance	
Work Programme		
To agree the rolling work programme for 2023/24		

Date of Meeting: 30 November 2023		
Subject	Lead Officer / Member	Comments
External Audit		
Audit Planning Report	Ernst & Young	Covering the audit of the 2022/23 Accounts
Treasury Management		
Treasury Management Mid-Year Report	Senior Accountant (Treasury Management)	Recommendations for approval by Full Council
Internal Audit		
Progress Against the Audit Plan	Southern Internal Audit Partnership	
Governance Framework		
Risk Management Framework	Finance & Risk Manager	
Updated Corporate Risk Register 2023/24	Finance & Risk Manager	

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Other Items		
Annual Review Of The Partnerships Register	Group Head of Organisational Excellence (TBC)	Requested by the Committee at its November 2021 meeting
Work Programme		
To agree the rolling work programme for 2023/24		Updates, etc.

Date of Meeting: 27 February 2024		
Subject	Lead Officer / Member	Comments
Statement of Accounts		
Annual Statement of Accounts 2022/23 and Letter of Representation	Group Head of Finance	TBC
Final Annual Governance Statement 2022/23	Group Head of Finance	TBC
Approval of Accounting Policies 2023/24	Group Head of Finance	If CIPFA advise of any changed requirements, then an update will be provided at the next meeting
External Audit		
Audit Results Report	Ernst & Young	Covering the audit of the 2022/23 Accounts
Treasury Management		
Treasury Management Strategy Statement and Annual Investment Strategy	Senior Accountant (Treasury Management)	For approval by Full Council (13 Mar 2024)
Internal Audit		
Internal Audit Charter	Southern Internal Audit Partnership	
Annual Internal Audit Plan 2024/25	Southern Internal Audit Partnership	
Progress Against the Audit Plan	Southern Internal Audit Partnership	

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Governance Framework		
Updates to Corporate Risk Register	Finance & Risk Manager	
Other Items		
Independent Remuneration Panel – Recommendations Following Review of the Members’ Allowances Scheme	Committee Services Manager	
Progress update on housing tenancy fraud	Neighbourhood Services Manager	Annual update as requested by the Committee
Work Programme		
To agree the rolling work programme for 2024/25		

February meeting has to be timed so that Treasury Management Strategy can be approved by Full Council before 31 March each year

Other items to be considered in Work Programme:-

Independent Members’ Remuneration Panel

- Recruitment / appointments
- Proposals for / progress of review
- Report on review / proposals for change to be passed by A&GC to Full Council

(An interim review was conducted in 2020 with recommendations presented at Full Council in January 2021, with a further full review due)

Relevant policy reviews, updates, etc.