

**AUDIT & GOVERNANCE COMMITTEE  
WORK PROGRAMME – 2019/2020**

<b>Date of Meeting: 30 July 2019</b>			
<b>Statement of Accounts</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer / Member</b>	<b>Comments</b>
1	Final Statement of Accounts 2018/19	Financial Services Manager	Draft version provided to external audit and posted on the Council's website at 31 May 2019
2	Annual Governance Statement	Internal Audit Manager	Draft version provided to external audit and posted on the Council's website at 31 May 2019
<b>External Audit</b>			
3	Response to E&Y on annual assurance letter regarding governance arrangements	Committee Chairman	Letter agreed with (2018/19) Chairman and sent to external audit in April
4	Audit Results Report – ISA 260	Ernst & Young	
5	Annual Audit Fee Letter	Ernst & Young	
<b>Governance Framework</b>			
6	Local Code of Corporate Governance	Internal Audit Manager	
<b>Treasury Management</b>			
7	Treasury Management Annual Report	Senior Accountant (Treasury Management)	Recommendations for approval by Full Council (11/9/19)
<b>Internal Audit</b>			
8	Annual Internal Audit Report & Opinion	Internal Audit Manager	
9	Update on the work of Internal Audit	Internal Audit Manager	
<b>Other Items</b>			
10	Annual Counter-Fraud Report	Internal Audit Manager	Any urgent updates can be provided at other meetings
<b>Work Programme</b>			
11	To agree the rolling work programme for 2019/2020	Internal Audit Manager	Updates, etc.

**AUDIT & GOVERNANCE COMMITTEE  
WORK PROGRAMME – 2019/2020**

<b>Date of Meeting: 21 November 2019</b>			
<b>Statement of Accounts</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer / Member</b>	<b>Comments</b>
	There are no items currently planned for this meeting		
<b>External Audit</b>			
1	Annual Audit Letter	Ernst & Young	
2	Annual Certification Report 2018/19 (TBC)	Ernst & Young	Certification of the Housing Benefit Subsidy Claim
<b>Governance Framework</b>			
3	Updated Strategic Risk Register	Internal Audit Manager	
<b>Treasury Management</b>			
4	Treasury Management Mid-Year Report	Senior Accountant (Treasury Management)	Recommendations for approval by Full Council (8/1/20)
<b>Internal Audit</b>			
5	Update on the work of Internal Audit	Internal Audit Manager	
<b>Other Items</b>			
6	Update on the progress of the Council's Property Investment Fund (PIF)	Property & Estates Manager	Requested by Committee at 2/19 meeting
7	Update on the progress against recommendations from the Partnerships audit (as included in the Annual Governance Statement 2017/18)	Group Head of Policy	Requested by Committee at 2/19 meeting
<b>Work Programme</b>			
8	To agree the rolling work programme for 2019/2020	Internal Audit Manager	Updates, etc.

**AUDIT & GOVERNANCE COMMITTEE  
WORK PROGRAMME – 2019/2020**

<b>Date of Meeting: 13 February 2020</b>			
<b>Statement of Accounts</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer / Member</b>	<b>Comments</b>
1	Accounting Policies for 2019/20 Accounts	Financial Services Manager	If CIPFA advise of any changed requirements, then an update will be provided at the July meeting
<b>External Audit</b>			
2	Audit Plan (and Progress Report)	Ernst & Young	Covering the audit of the 2019/20 Accounts
<b>Governance Framework</b>			
3	Capital Strategy	Financial Services Manager	For approval by Full Council (18/3/20)
<b>Treasury Management</b>			
4	Treasury Management Strategy Statement and Annual Investment Strategy	Senior Accountant (Treasury Management)	For approval by Full Council (18/3/20)
<b>Internal Audit</b>			
5	Annual Internal Audit Plan	Internal Audit Manager	
6	Update on the work of Internal Audit	Internal Audit Manager	
<b>Other Items</b>			
7	Update on the progress of Council-owned companies	TBC	
<b>Work Programme</b>			
8	To agree the rolling work programme for 2019/2020	Internal Audit Manager	

**February meeting has to be timed so that Treasury Management Strategy can be approved by Full Council before 31/3/20**

**AUDIT & GOVERNANCE COMMITTEE  
WORK PROGRAMME – 2019/2020**

<b>Date of Meeting: xx July 2020 (TBC)</b>			
<b>Statement of Accounts</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer / Member</b>	<b>Comments</b>
1	Final Statement of Accounts 2019/20	Financial Services Manager	Draft version will be provided to external audit and posted on the Council's website at 31 May 2020
2	Annual Governance Statement	Internal Audit Manager	Draft version will be considered by Chairman / Vice Chairman in May, provided to external audit and posted on the Council's website at 31 May 2020
<b>External Audit</b>			
3	Response to E&Y on annual assurance letter regarding governance arrangements	Committee Chairman	Letter will be agreed with the Chairman and sent to external audit in April
4	Audit Results Report – ISA 260	Ernst & Young	
5	Annual Audit Fee Letter	Ernst & Young	
<b>Governance Framework</b>			
6	Local Code of Corporate Governance	Internal Audit Manager	
<b>Treasury Management</b>			
7	Treasury Management Annual Report	Senior Accountant (Treasury Management)	Recommendations for approval by Full Council (date tbc)
<b>Internal Audit</b>			
8	Annual Internal Audit Report & Opinion	Internal Audit Manager	
9	Update on the work of Internal Audit	Internal Audit Manager	
<b>Other Items</b>			
10	Annual Counter-Fraud Report	Internal Audit Manager	Any urgent updates can be provided at other meetings
11	Chairman's Annual Report To Council	Committee Chairman	To be presented to Full Council
12	Annual update on use of RIPA	Internal Audit	

**AUDIT & GOVERNANCE COMMITTEE  
WORK PROGRAMME – 2019/2020**

	powers in the previous Municipal Year	Manager	
<b>Work Programme</b>			
13	To agree the rolling work programme for 2020/2021	Internal Audit Manager	Updates, etc.

**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

**Property Investment Fund**

- Progress reports (Property & Estates Manager)

**Local Property Company**

- Progress reports, should it start operating (S151 Officer / Cabinet)

**Governance & Risk Group updates**

**Relevant policy reviews, updates, etc.**