

# Report

## Governance and Audit Committee

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### Part 1

Date: 29 July 2021

**Subject** Draft Work Programme

**Purpose** To report the details of this Committee's work programme.

**Author** Democratic & Services Officer

**Ward** General

**Summary** The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Governance & Audit Committee function.

This report presents the current work programme to the Committee for information and details the items due to be considered at the Committee's next two meetings.

**Proposal** **The Committee is asked to endorse the proposed schedule for future meetings, confirm the list of people it would like to invite for each item, and indicate whether any additional information or research is required.**

**Action by** Governance and Audit Committee

**Timetable** Immediate

### Background

The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Governance & Audit Committee function.

Attached at Appendix 1 is the forward work programme for this Committee. Below are the items scheduled to be presented at the Committee's next two meetings. Committee Members are asked to endorse this schedule, confirm the list of people they would like to invite for each item, and indicate whether any additional information or research is required.

<b>30 September 2021</b>
Progress Against Internal Audit Plan 2021/22 Quarter 1
Corporate Risk Register (Quarter 1 April to June)
Audit of Financial Statements Report 2020/21
Audit Enquiries Letter 2020/21
Referrals to Governance and Audit Committee

<b>28 October 2021</b>
Internal Audit Plan 2021/22– Progress (Quarter 2)
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2, July to September)
Corporate Risk Register (Quarter 2 July to Sept)
Treasury Management Report
Lessons Learned 2020/21

### **Comments of Chief Financial Officer**

There will be financial consequences for some of the reviews undertaken. These will be commented upon as the reports are presented. The preparing and monitoring of the work programme is done by existing staff for which budget provision is available.

### **Comments of Monitoring Officer**

I have no comments, as there are no legal implications.

### **Staffing Implications: Comments of Head of People and Business Change**

There are no staffing implications within this report. Any staffing implications of the reviews in the work programme will need to be addressed in individual reports.

### **Background Papers**

None.

### **Appendix 1**

***(Audit Committee to meet every other month unless circumstances dictate otherwise)***

<b>30 September 2021</b>
Progress Against Internal Audit Plan 2021/22 Quarter 1
Corporate Risk Register (Quarter 1 April to June)
Audit of Financial Statements Report 2020/21
Audit Enquiries Letter 2020/21
Referrals to Governance and Audit Committee

**28 October 2021**

Internal Audit Plan 2021/22– Progress (Quarter 2)

SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2, July to September)

Corporate Risk Register (Quarter 2 July to Sept)

Treasury Management Report

Lessons Learned 2020/21

**27 January 2022**

Internal Audit Plan – Progress (Quarter 3)

Financial Memorandum on the 2020-21 Financial Audit

Treasury Management Report

Internal Audit Unsatisfactory Audit Opinions (6 monthly report)

Referrals to Audit Committee

**31 March 2022**

Corporate Risk Register (Quarter 3) &amp; Risk Appetite Statement

SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 3, October to December)

WAO Annual Report on Grants Works 2021-22

Annual Governance Statement (draft statement)

Member Development Self Evaluation Exercise

Referrals to Audit Committee