

# Report

## Governance and Audit Committee

---

### Part 1

Date: 11 November 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.

| 27 January 2022   |
|---|
| Internal Audit Plan – Progress (Quarter 2)                      |
| Corporate Risk Register (Quarter 2)                             |
| Financial Memorandum on the 2020-21 Financial Audit             |
| Lessons Learned 2020/21   |
| Treasury Management Report                                      |
| Internal Audit Unsatisfactory Audit Opinions (6 monthly report) |

|   |
|---|
| <b>31 March 2022</b>                          |
| Corporate Risk Register (Quarter 3)           |
| WAO Annual Report on Grants Works 2021-22     |
| Annual Governance Statement (draft statement) |
| Member Development Self Evaluation Exercise   |
| Referrals to Audit Committee                  |

## 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>27 January 2022</b>  |
| Internal Audit Plan – Progress (Quarter 2)  |
| Corporate Risk Register (Quarter 2)   |
| Financial Memorandum on the 2020-21 Financial Audit   |
| Lessons Learned 2020/21   |
| Treasury Management Report  |
| SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 3, October to December) |
| Internal Audit Unsatisfactory Audit Opinions (6 monthly report)   |
| Referrals to Audit Committee  |

|   |
|---|
| <b>31 March 2022</b>                      |
| Corporate Risk Register (Quarter 3)       |
| WAO Annual Report on Grants Works 2021-22 |

|   |
|---|
| Annual Governance Statement (draft statement) |
| Member Development Self Evaluation Exercise   |
| Referrals to Audit Committee                  |

|  |
|--|
| <b>26 May 2022</b>   |
| Appointment of Chairman  |
| Treasury Management Year End Report 2021/2022  |
| Corporate Risk Register Quarter 4  |
| Annual Governance Statement (draft statement)  |
| SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 4, January to March) |
| Audit Wales Annual Report on Grants Works 2021-22 Draft  |
| Internal Audit Annual Report 2021-2022   |
| Internal Audit Annual Plan 2022-2023   |
| Member Development Self Evaluation Exercise  |
| Referrals to Audit Committee   |