

# Report

## Governance and Audit Committee

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### Part 1

Date: 25 July 2024

**Subject** Work Programme 2024/25

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

**Author** Governance Officer

**Ward** General

**Summary** The purpose of a forward work programme is to help ensure Committee Members achieve organisation and focus on the undertaking of enquiries through the Governance and 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 on 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 meetings until June 2024.

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>25 July 2024</b>
Statement of Accounts 2023/24
Audit Wales and Regulatory Bodies 6-month update
Annual Governance Statement
Audit Wales Detailed Audit Plan 2024
Housing Benefit Subsidy Audit

### 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

There are no legal implications arising from this report.

### Comments of Head of People, Policy and Transformation

The sustainable development principle of the Wellbeing of Future Generations Act will need to be addressed in individual reports, along with any human resources implications.

### Background Papers

None.

## Appendix 1

Forward Work Plan; agenda set out in a table for each meeting.

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

<b>26 September 2024</b>
Internal Audit Plan 2024/25 – Progress (Quarter 1)
Corporate Risk Register (Quarter 1)
Audit Enquiries Letter 2024/25
Governance and Audit Committee Annual Report
Annual Well-being Self-Assessment report
Referrals to Governance and Audit Committee
Call-in – Asylum Seekers Imprest Account
Call-in – Private Sector Housing (HMO)

<b>28 November 2024</b>
Internal Audit Plan 2024/25– Progress (Quarter 2)
Decisions to waive Contracts Standing Orders and urgent executive decisions taken without consultation (Quarter 2, July to September)
Corporate Risk Register (Quarter 2)
Treasury Management Report
Annual Report on Compliments, Comments and Complaints Management 2024
Call-in – Safeguarding Children’s Monies
Call-in - Adoption Allowances

<b>30 January 2025</b>
Internal Audit Plan – Progress (Quarter 3)
Financial Memorandum on the 2024/25 Financial Audit
Internal Audit Unsatisfactory Audit Opinions (6 monthly report)

Referrals to Governance and Audit Committee
Audit Wales and Regulatory Bodies 6-month update
Budget Setting Lessons Learned 2024/25

**27 March 2025**

WAO Annual Report on Grants Works 2023/24 (draft)
Annual Corporate Self-Assessment
Corporate Risk Register (Quarter 3)
Annual Governance Statement (draft statement)
Referrals to Audit Committee

**29 May 2025**

Appointment of Chairperson
Treasury Management Year End Report 2024/25
Corporate Risk Register (Quarter 4)
Annual Report on Compliments, Comments and Complaints Management update
Decisions to waive Contracts Standing Orders and urgent executive decisions taken without consultation (Quarter 4, January to March)
Audit Wales Annual Report on Grants Works 2024-25
Internal Audit Annual Report 2024-2025
Internal Audit Work Plan 2025-2026
Referrals to Governance and Audit Committee

## **Appendix 2**

Forward Work Plan; agenda set out in alternative format.