

Audit and Governance Committee

Draft Work Programme 2023 - 2024



Please note that the work programme is a 'live' document and subject to change at short notice.

For general enquiries relating to the Audit and Governance Committee, including this Committee's work programme, please contact Helen Rickman, Democratic Advisor on 01752 398444.

Date of meeting	Agenda item	Responsible Officer	Reason for consideration
25 July 2023	Internal Audit End of Year Report	Brenda Davis	To consider the work undertaken by Devon Audit Partnership during 2022/23, and review the performance and effectiveness of the Internal Audit service and the audit opinion on the adequacy of the Authority's internal control environment.
	Internal Audit Charter and Strategy	Brenda Davis	To consider the Internal Audit Charter and Strategy as part of the requirement of the Public Sector Internal Audit Standards to ensure they are consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards.
	Counter Fraud Annual Report	Ken Johnson	To consider the work carried out during 2022/23 by the Counter Fraud Services Team at Devon Audit Partnership in order to counter fraudulent threats to the Council's budget and reputation.
	Annual Governance Statement	Ross Jago	To approve the Annual Governance Statement (statutory document required by Accounts and Audit Regulations).
	Draft Statement of Accounts	Carolyn Haynes	The Draft Statement of Accounts 2022/23 are being presented for approval.
	TM Outturn report	Wendy Eldridge	To present the Treasury Management Outturn Report.

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	Health, Safety and Wellbeing Annual Report 2022/23	Di Saunders-Brewer	To consider an annual report on Health, Safety and Wellbeing.
	External Audit - Progress Report	Paul Dossett	To consider the Audit Progress Report from the Council's external auditor, Grant Thornton.
	Risk Management Monitoring Report	Ross Jago	To provide an update on the Council's Strategic and Operational Risks.
	Report in the Public Interest – Thurrock Report	David Northey	To provide a brief update on a report in the public interest – Thurrock Report.
	Covid Grants for Business – DLUHC Report	David Northey	To provide a brief update on the DLUHC response with regards to the covid grants for business.
	Constitutional Review – Outline Plan	Ross Jago	To present the outline plan.
26 September 2023	Internal Audit Progress Report	Brenda Davis	To note the findings in the report which provides Members with a position statement on audit work carried out.
	Annual Information Governance Statement	John Finch	
	Impact of the Election Act 2022	Giles Perritt/ Glenda Favor –Ankersen	
	Audit Actions Review	Paul Looby	To provide the Committee with an update on the tracking of Audit recommendations from Grant Thornton and Devon Audit Partnership.
	External Audit – Progress Report	Paul Dossett	To consider the Audit Progress Report from the Council's external auditor, Grant Thornton.
	Risk Management Strategy	Ross Jago	Check timetabling

Date of meeting	Agenda item	Responsible Officer	Reason for consideration
28 November 2023	Internal Audit Half Year Report	Brenda Davis	To consider the Council's Internal Audit Half Year Report.
	Counter Fraud Half Year Report	Ken Johnson	Half year report to summarise the work carried out during the first 6 months of 2023/24 by the Counter Fraud Services Team.
	Treasury Management Strategy	Wendy Eldridge	To set out the Treasury Management Strategy and include the Annual Investment Strategy, the Non-Treasury Management Investment Strategy and the Minimum Revenue Provision Statement.
	Capital Finance Strategy	Wendy Eldridge	To set out the Capital Financing Strategy for 2024/25 (this is a requirement of The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in Public Services.)
	TM Mid Year Review	Wendy Eldridge	
	External Audit – Auditor's Annual Report 22/23	Paul Dossett	To consider the Auditor's Annual Report 22/23 from the Council's external auditor, Grant Thornton.
	External Audit – Audit Plan 21/22	Paul Dossett	To consider the Auditor's Audit Plan 21/22 from the Council's external auditor, Grant Thornton.
	Strategic and Operational Risk Register	Ross Jago	Check timetabling
16 January 2024	External Audit – Progress Report	Paul Dossett	To consider the Audit Progress Report from the Council's external auditor, Grant Thornton.
12 March 2024	Internal Audit Plan 2024/25	Brenda Davis	

Date of meeting	Agenda item	Responsible Officer	Reason for consideration
	Whistleblowing Policy	Ken Johnson	To consider the Whistleblowing Policy.
	TM Practices & Procedures	Wendy Eldridge	A review produced annually of practices and principles used to conduct TM activities.
	External Audit – Progress Report	Paul Dossett	To consider the Audit Progress Report from the Council’s external auditor, Grant Thornton.
	External Audit - Audit Findings Report 22/23	Paul Dossett	To consider the Audit Findings Report 22/23 from the Council’s External Auditor – Grant Thornton.

Items scheduled but not yet allocated a date:

Disclosure and Barring Checks for Councillor’s – Policy	<p>This stems from an action from 16 January 2023 meeting (Minute 56 - Disclosure and Barring Checks for Councillors – Policy –</p> <p>“The Committee agreed that an addendum to the Disclosure and Barring Checks for Councillors Policy would be written to specify how the process for reviewing, discussing and managing DBS checks would take place – the addendum to the policy would be created in conjunction with the Audit and Governance Committee.”</p>
Review of the Council’s Constitution	<p>This stems from an action from 20 March 2023 meeting (Minute 74 - Review of Arrangements for Dealing with Complaints Through the Code of Conduct) –</p> <p>“The Committee agreed to include the review of the Council’s Constitution to the Audit and Governance Committee’s work programme for 2023/ 24 and to refer this review to the Committee’s sub group for consideration. The review is to consider the code of conduct as part of this review.”</p>
Task and Finish Group – Electoral Cycle Consultation Review	<p>This stems from an action from 20 March 2023 meeting (Minute 76 – Tracking Decisions)</p> <p>“The Committee agreed to delegate to the Task and Finish Group the final approval of the communications approach in preparation of the communication campaign to begin ahead of the launch of the consultation on 5</p>

	June 2023. (Reason: To comply with the Council resolution of the 21 November 2022 (minute 24 refers))”
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