

Appendix 2 - Audit and Governance Committee Annual Work Programme 2022-2023

Agenda item	Inclusion rationale	June	Sept.	Nov.*	Dec.	March
Governance						
Produce annual report of the Audit and Governance Committee (to full Council)	Terms of Reference		✓			
Review of effectiveness of the Audit and Corporate Governance Committee – complete self- assessment	Good practice	✓				
Review Audit and Corporate Governance Committee training requirements	Good practice		✓			
Review and approve Annual Work Plan for the Audit and Governance Committee	Good practice					✓
Review of the Audit and Corporate Governance Committee’s Terms of Reference	Good Practice				✓	
Code of Corporate Governance	Recommended by A&G					✓
Internal Audit						
Performance update on Risk and Audit Team including: <ul style="list-style-type: none"> • Audit Team • Health and Safety • Counter Fraud • Insurance and other risk areas such as Business Continuity 	Terms of Reference	✓	✓		✓	✓
Annual Opinion of the Chief Internal Auditor including: <ul style="list-style-type: none"> • review of impairment on independence and objectivity • QAIP • Assessment against PSIAS and LGAN 	Terms of Reference	✓				
Approval of the Annual Internal Audit Plan and review of Internal Audit Charter	Terms of Reference					✓
Provide a report on the completion of audit recommendations including those not implemented within a reasonable timescale	Terms of Reference				✓	
Annual report on the follow up of Internal Audit recommendations	Terms of Reference				✓	

Appendix 2 - Audit and Governance Committee Annual Work Programme 2022-2023

Agenda item	Inclusion rationale	June	Sept.	Nov.*	Dec.	March
Risk Management						
Review of the Quarterly Corporate Risk Register DE	Terms of Reference	✓	✓		✓	✓
Approval of the review of the Corporate Risk Management Handbook	Terms of Reference				✓	
Provide a regular report on health and safety DE	Terms of Reference	✓	✓		✓	✓
Monitor role						
Reporting of the anti- fraud, bribery and corruption strategy (in performance report DE	Terms of Reference	✓	✓		✓	✓
Provide an annual report on the Council's anti fraud strategy	Terms of Reference				✓	
Review of Whistleblowing Policy	Terms of Reference				✓	
Review of Financial Procedure Rules (if required)	Terms of Reference				✓	
Review of CIPFA Financial Management Code	Good Practice	✓				
Review of the Members Code of Conduct	Terms of Reference		✓			
Review the annual governance statement	Terms of Reference		✓			
Provide an annual report on the Council's Anti-Money Laundering Policy	Terms of Reference				✓	

Appendix 2 - Audit and Governance Committee Annual Work Programme 2022-2023

Agenda item	Inclusion rationale	June	Sept.	Nov.*	Dec.	March
Accounts, Financial Statements & Treasury Management						
External Auditor Annual Audit Letter	Terms of Reference	✓				
External Auditor Annual Report re. grant work	Terms of Reference	✓				
Treasury Management Outturn	Terms of Reference		✓			
Treasury Management In-Year Position	Terms of Reference	✓	✓		✓	✓
Write-offs of debt above £10,000 (if required)	Terms of Reference	✓	✓		✓	✓
Rent Policy	Good Practice	✓				

*A special meeting of the committee will need to be arranged to consider and approve the final audited Statement of Accounts for 2021/2022. This is currently scheduled for November 2022 but will be dependent on the completion of the audit by the Council's external auditors.