

**AUDIT & GOVERNANCE COMMITTEE**

Thursday, 15 March 2018

**AUDIT & GOVERNANCE COMMITTEE 2018/19 WORK PROGRAMME (REP1658)**

**EXECUTIVE SUMMARY**

1. The Committee is asked to consider the proposed work programme for 2018/19 which reflects the Terms of Reference of the Committee, along with proposed timings for the individual reports and the report authors.
2. Members are asked to note, however, that the work programme is a live document and may be subject to change over the coming year.

Is the report Open or Exempt?	Open
<b>Wards Affected:</b>	All
<b>Lead Member:</b>	Councillor S Woods Chairman of the Audit & Governance Committee
<b>Supporting Officer:</b>	Siobhan Martin Head of Internal Audit Tel: 01502 523285 Email: <a href="mailto:siobhan.martin@eastsoffolk.gov.uk">siobhan.martin@eastsoffolk.gov.uk</a>

**1 INTRODUCTION**

1.1 Each year at its March meeting the Committee is asked to consider a draft work programme for the coming year, setting out the reports expected at each meeting.

**2 HOW DOES THIS RELATE TO EAST SUFFOLK BUSINESS PLAN?**

2.1 The Committee’s work programme supports the Vision and Critical Success Factors set out in the East Suffolk Business Plan, with particular emphasis on Resources.

**3 FINANCIAL AND GOVERNANCE IMPLICATIONS**

3.1 The work programme is based around the Committee’s Terms of Reference set out in the Council’s Constitution.

**4 CONSULTATION**

4.1 Annual consultation with the Council’s Finance and Audit Teams ensures the Work Programme fulfils the Committee’s Terms of Reference as set out in the Council’s Constitution. The Work Programme is then approved by the Committee in March each year, and reviewed at each meeting to ensure it remains a live document.

**5 OTHER OPTIONS CONSIDERED**

5.1 It is good practice for the Committee to be involved in the setting of its annual work programme, and to review it quarterly, and therefore the option of not having a work programme to guide the Committee’s quarterly meeting cycle was not considered.

**6 REASON FOR RECOMMENDATION**

6.1 To provide the Committee with an opportunity to consider the content of its work programme for 2018/19.

<b>RECOMMENDATION</b>	
That the Audit & Governance Committee’s Work Programme for 2018/19, as attached as Appendix A to this report, be approved.	

<b>APPENDICES</b>	
<b>Appendix A</b>	Draft Audit & Governance Committee Work Programme 2018/19

<b>BACKGROUND PAPERS</b>	
None	

Appendix A

AUDIT & GOVERNANCE COMMITTEE **Yellow highlighting – joint consideration with or at Overview & Scrutiny Committee**  
 WORK PROGRAMME FOR 2018-19

Date	Report Description	Officer
Thursday 7 June 2018 <b>O&amp;S Members attend for Draft Annual Governance Statement</b>	<ul style="list-style-type: none"> <li>• <b>Draft Annual Governance Statement 2017/18 (REP1776)</b></li> <li>• Indicative Annual Fee Letter 2018/19 (REP1777)</li> <li>• Annual Internal Audit Report 2017/18 (REP1778)</li> <li>• Corporate Fraud Annual Report 2017/18 (REP1779)</li> <li>• Code of Corporate Governance Review (REP1785)</li> <li>• Current Position of the Work programme (REP1780)</li> <li>• Internal Audit Status of Recommendations (Exempt standing item REP1771)</li> <li>• Internal Audit – Recently Issued Reports(Exempt standing item REP1772)</li> </ul>	<ul style="list-style-type: none"> <li>• HJ/ST</li> <li>• HJ/ST</li> <li>• SM</li> <li>• SM</li> <li>• SM</li> <li>• AP</li> <li>• SM</li> <li>• SM</li> </ul>
Thursday 25 July 2018	<ul style="list-style-type: none"> <li>• TBA</li> </ul>	
Thursday 20 Sept 2018	<ul style="list-style-type: none"> <li>• External Audit Results Report (REP1781)</li> <li>• Audited Statement of Accounts (REP1782)</li> <li>• Annual Governance Statement (REP1783)</li> <li>• Treasury Management Outturn and Mid Year Report for 2018 (REP1784)</li> <li>• Internal Audit Status of Recommendations (Exempt standing item REP1773)</li> <li>• Internal Audit – Recently Issued Reports(Exempt standing item REP1858)</li> </ul>	<ul style="list-style-type: none"> <li>• HJ</li> <li>• HJ</li> <li>• HJ</li> <li>• HJ</li> <li>• SM</li> <li>• SM</li> </ul>
Thursday 1 Nov 2018 <b>O&amp;S Meeting</b>	<ul style="list-style-type: none"> <li>• <b>Medium Term Financial Strategy (REP1786)</b></li> </ul>	<ul style="list-style-type: none"> <li>• HJ</li> </ul>
Thursday 17 Jan 2019 <b>O&amp;S Members attend for Capital Programme and Housing Revenue Account Budget</b>	<ul style="list-style-type: none"> <li>• <b>Capital Programme (REP1787)</b></li> <li>• <b>Housing Revenue Account Budget (REP1788)</b></li> <li>• Annual Audit Letter for the Year Ended 31 March 2018 (REP1789)</li> <li>• Covert Surveillance Policy (REP1790)</li> <li>• Internal Audit: Progress against the Audit Plan 2018-19 (REP1791)</li> <li>• Treasury Management &amp; Investment Strategy including Prudential Indicators (REP1792)</li> <li>• Current Position of the Work Programme (REP1793)</li> <li>• Internal Audit Status of Recommendations (Exempt standing item REP1774)</li> <li>• Internal Audit – Recently Issued Reports(Exempt standing item REP1859)</li> <li>• Whistle Blowing Policy (REP1857)</li> </ul>	<ul style="list-style-type: none"> <li>• HJ</li> <li>• HJ</li> <li>• HJ/ST/E&amp;Y</li> <li>• SM</li> <li>• SM</li> <li>• HJ/ST</li> <li>• AP</li> <li>• SM</li> <li>• SM</li> <li>• SM</li> </ul>
Thursday 7 Feb 2019 <b>O&amp;S Meeting</b>	<ul style="list-style-type: none"> <li>• <b>Budget/Council Tax Setting (REP1794)</b></li> </ul>	<ul style="list-style-type: none"> <li>• HJ</li> </ul>

<p>Thursday 7 March 2019</p>	<ul style="list-style-type: none"> <li>• Certification of Claims and Returns 2017-18 (REP1795)</li> <li>• External Audit Plan for 2018/19 (REP1796)</li> <li>• Corporate Risk Management Update (REP1797)</li> <li>• Internal Audit – Annual Plan 2019-20 (REP1798)</li> <li>• Corporate Anti-Fraud Service Business Plan 2019-20 (REP1799)</li> <li>• Anti-Money Laundering Policy (REP1856)</li> <li>• A&amp;G Committee 2019/20 Work Programme (REP1800)</li> <li>• Audit &amp; Governance Cttee Terms of Reference (REP1801)</li> <li>• Standards Review, including Declarations of Gifts/Hospitality and Complaints (REP1802)</li> <li>• Internal Audit Status of Recommendations (Exempt standing item REP1775)</li> <li>• Internal Audit – Recently Issued Reports(Exempt standing item REP1860)</li> </ul>	<ul style="list-style-type: none"> <li>• HJ/E&amp;Y</li> <li>• HJ/E&amp;Y</li> <li>• ST</li> <li>• SM</li> <li>• SM</li> <li>• HJ</li> <li>• AP</li> <li>• SM</li> <li>• HS</li> <li>• SM</li> <li>• SM</li> </ul>
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Plus any suggested amendments to the Constitution and other issues which are the responsibility of the Committee.

To be added: Communication and Engagement Strategy (NR) (REP1432)