

AUDIT & GOVERNANCE COMMITTEE

Thursday, 20 September 2018

CURRENT POSITION OF THE WORK PROGRAMME 2018/19 (REP1901)

EXECUTIVE SUMMARY

1. At its meeting on 15 March 2018 the Committee approved its Work Programme for 2018/19, which reflects the Terms of Reference of the Committee set out in the Council's Constitution. The Work Programme shows proposed timings for the individual reports planned for the year.
2. When approving the Work Programme Members noted that it was a live document and may be subject to change over the coming year.
3. The current position of the Committee's Work Programme is provided at each meeting of the Committee, and the Work Programme as it currently stands is set out at Appendix A to this report for Members' information.

Is the report Open or Exempt?	Open
Wards Affected:	All Wards in the District
Lead Member :	Councillor S Woods Chairman of the Audit & Governance Committee
Supporting Officer:	Sarah Davis Democratic Services Officer Tel: 01502 523614 E-mail: sarah.davis@eastsoffolk.gov.uk

1 INTRODUCTION

- 1.1 At its meeting on 15 March 2018 the Committee approved its Work Programme for 2018/19, which reflects the Terms of Reference of the Committee set out in the Council's Constitution. The Work Programme shows proposed timings for the individual reports planned for the year.
- 1.2 The current position of the Committee's Work Programme is provided at each meeting of the Committee and the Work Programme, as it currently stands, is set out at **Appendix A** to this report for Members' information.

2 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 2.1 The Work Programme is based around the Committee's Terms of Reference as set out in the Council's Constitution.

3 HOW DOES THIS RELATE TO EAST SUFFOLK BUSINESS PLAN?

- 3.1 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.

4 CONSULTATION

- 4.1 Annual consultation with the Council's Finance and Audit Teams ensures that 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 review its Work Programme for 2018/19.

RECOMMENDATION

That the current position of the Committee's Work Programme for 2018/19 be noted and reviewed if necessary.

APPENDICES

Appendix A

Audit & Governance Committee Current Work Programme 2018/19

BACKGROUND PAPERS: NONE

**AUDIT & GOVERNANCE COMMITTEE
WORK PROGRAMME 2018-19**

Yellow highlighting – joint consideration with Overview & Scrutiny Committee – O & S Meeting
Green highlighting – joint consideration with Overview & Scrutiny Committee – A & G Meeting

*Indicates subject to change due to the progression of the creation of East Suffolk Council

Date	Report Description	Supporting Officer(s)
Thursday 20 Sept 2018	<ul style="list-style-type: none"> • Refreshed Internal Audit Charter (REP1908) • Implementation of GDPR (REP1909) • Current Position of the Work Programme (1901) • Internal Controls - Status Update: Contracts, Asset Management and Health & Safety Records with Partners (REP1918) (Exempt) • Internal Audit Recently Issued Reports (Exempt standing item REP1859) • Internal Audit Status of Recommendations (Exempt standing item REP1773) – This report has been withdrawn at the request of the Head of Internal Audit as there are no updates since the last meeting 	S Martin S Martin S Davis K Blair S Martin S Martin
Thursday 1 Nov 2018 O&S Meeting	<ul style="list-style-type: none"> • Medium Term Financial Strategy (REP1786) 	H Javadi
Thursday 17 Jan 2019 O&S Members attend for Capital Programme and Housing Revenue Account Budget	<ul style="list-style-type: none"> • *Capital Programme (REP1787) • *Housing Revenue Account Budget (REP1788) • Annual Audit Letter for the Year Ended 31 March 2018 (REP1789) • Standards Review, including Declarations of Gifts/Hospitality and Complaints (REP1900) • Covert Surveillance Policy (REP1790) • Internal Audit: Progress against the Audit Plan 2018-19 (REP1791) • *Treasury Management & Investment Strategy including Prudential Indicators (REP1792) • Whistle Blowing Policy (REP1857) • Current Position of the Work Programme (REP1793) • Update on outstanding Town and Parish Councillor Register of Interest forms (REP1919) • Internal Audit Status of Recommendations (Exempt standing item REP1774) • Internal Audit Recently Issued Reports (Exempt standing item REP1860) 	H Javadi H Javadi H Javadi/S Taylor/Ernst & Young (E & Y) H Slater S Martin S Martin H Javadi/S Taylor S Martin S Davis H Slater S Martin S Martin
Thursday 7 Feb 2019 O&S Meeting	<ul style="list-style-type: none"> • *Budget/Council Tax Setting (REP1794) 	H Javadi

<p>Thursday 7 March 2019</p>	<ul style="list-style-type: none"> • Certification of Claims and Returns 2017-18 (REP1795) • External Audit Plan for 2018/19 (REP1796) • Corporate Risk Management Update (REP1797) • *Internal Audit – Annual Plan 2019-20 (REP1798) • *Corporate Anti-Fraud Service Business Plan 2019-20 (REP1799) • *A&G Committee 2019/20 Work Programme (REP1800) • *Audit & Governance Committee Terms of Reference (REP1801) • Anti Money Laundering Policy • Internal Audit Status of Recommendations (Exempt standing item REP1775) • Internal Audit Recently Issued Reports (Exempt standing item REP1871) • Current Position of the Work Programme 	<p>H Javadi/E&Y H Javadi/E&Y S Taylor S Martin S Martin S Martin S Martin S Martin S Martin S Martin S Davis</p>
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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)
- Tree Preservation Order to change the Constitution (REP1847)