

# **AUDIT, GOVERNANCE AND STANDARDS COMMITTEE**

22nd January 2015

## WORK PROGRAMME

(Note: The Audit, Governance and Standards Committee's Terms of Reference, as agreed by the Council on 9th June 2014, are attached for Members' information.)

### 23rd April 2015

- **Monitoring Officer's Report – Standards Regime**
- **Parish Council Representative's Report – Standards Regime**
- **Committee Action List & Work Programme (combined Audit, Governance and Standards)**
- **Risk Monitoring** (including any oral updates from those members of the Committee charged with overseeing Risk Monitoring on behalf of the Committee)
- **Benefits Investigations & Fraud Monitoring** (including any oral updates from those members of the Committee charged with overseeing Fraud Monitoring on behalf of the Committee)
- **Accounting Standards (Statement of Accounting Policies)**
- **Annual Governance Statement 2014/15 – Progress Update** (if applicable)
- **Treasury Management Strategy, Prudential Indicators and Minimum Revenue Policy Provision 2015/16**
- **External Audit – Auditing Standards 2014/15 (Communication with the Audit and Governance Committee and Executive)**
- **External Audit – Progress Report** (if applicable)
- **External Audit – Audit Plan 2014/15**
- **External Audit – Audit Fee Letter 2015/16**
- **Portfolio Holder Update – Quarterly Budget Monitoring** (oral update)
- **Internal Audit – Monitoring Report**
- **Internal Audit – Annual Audit Plan 2015/16 (Final)**
- **Annual Review of the Operation of the Audit, Governance and Standards Committee (Chair's Oral Report) & Annual Review of the Committee's Procedure Rules** (Minute 4 (Audit and Governance Committee – Procedure Rules) of 28th June 2012 meeting refers)
- **Calendar of Meetings 2015/16**

### July 2015 (meeting date not yet set)

- **Monitoring Officer's Report – Standards Regime**
- **Parish Council Representative's Report – Standards Regime**
- **General Dispensations – Standards Regime**
- **Committee Action List & Work Programme (combined Audit, Governance and Standards)**

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- **Risk Monitoring** (including any oral updates from those members of the Committee charged with overseeing Risk Monitoring on behalf of the Committee)
- **Benefits Investigations (for period 1st December to 31st March) & Fraud Monitoring** (including any oral updates from those members of the Committee charged with overseeing Fraud Monitoring on behalf of the Committee)
- **Debt Recovery Update Report** (for Quarters 3 and 4 – October to March)
- **Annual Governance Statement 2014/15 (for inclusion in the Statement of Accounts)**
- **External Audit – Progress Report** (if applicable) **including oral update on Value for Money Conclusion**
- **Portfolio Holder Update – Quarterly Budget Monitoring** (oral update)
- **Internal Audit – Monitoring Report**
- **Internal Audit – Annual Report 2014/15 (including review of effectiveness of Internal Audit)**

(Note: Copies of the draft Annual Accounts and Annual Governance Statement will be sent to all members of the Committee at the same time as they are issued to the External Auditors.

There will also be a Member Briefing on the Statement of Accounts for the members of the Committee in early/mid September 2015, prior to the Committee's formal consideration of the Statement of Accounts at its meeting at the end of September 2015.)

### September 2015 (meeting date not yet set)

- **Monitoring Officer's Report – Standards Regime**
- **Parish Council Representative's Report – Standards Regime**
- **Committee Action List & Work Programme (combined Audit, Governance and Standards)**
- **Risk Monitoring** (including any oral updates from those members of the Committee charged with overseeing Risk Monitoring on behalf of the Committee)
- **Benefits Investigations & Fraud Monitoring** (including any oral updates from those members of the Committee charged with overseeing Fraud Monitoring on behalf of the Committee)
- **Audited Statement of Accounts 2014/15**
- **Annual Governance Statement 2015/16 – Progress Update** (if applicable)
- **External Audit – Progress Report** (if applicable)
- **External Audit – Audit Findings Report 2014/15**
- **Portfolio Holder Update – Quarterly Budget Monitoring** (oral update)
- **Internal Audit – Monitoring Report**

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### January 2016 (meeting date not yet set)

- **Monitoring Officer's Report – Standards Regime**
- **Parish Council Representative's Report – Standards Regime**
- **Committee Action List & Work Programme (combined Audit, Governance and Standards)**
- **Risk Monitoring** (including any oral updates from those members of the Committee charged with overseeing Risk Monitoring on behalf of the Committee)
- **Corporate Risk Register** (if applicable)
- **Benefits Investigations & Fraud Monitoring** (including any oral updates from those members of the Committee charged with overseeing Fraud Monitoring on behalf of the Committee)
- **Debt Recovery Update Report** (for Quarters 1 and 2 – April to September)
- **Annual Governance Statement 2015/16 – Progress Update** (if applicable)
- **Treasury Management Strategy, Prudential Indicators and Minimum Revenue Provision Policy 2016/17** (if applicable – may go to April 2016 meeting or to Executive Committee depending on timings)
- **External Audit – Progress Report** (if applicable)
- **External Audit – Annual Audit Letter**
- **External Audit – Grant Claims Certification Work Report** (or April meeting)
- **Portfolio Holder Update – Quarterly Budget Monitoring** (oral update)
- **Internal Audit – Monitoring Report**
- **Internal Audit – Annual Audit Plan 2016/17 (Draft)**

### January or April 2018

- **Review of Independent Member Appointment (prior to expiry of current 4-year term of office in July 2018)** minute 22 of 25th September 2014 meeting refers

### Meeting date to be determined

- **Review of the operation of the Protocol on Member-Officer relations (following consideration by the Constitution Review Working Party).**
- **Review of the operation of the Protocol on Member-Member relations (following consideration by the Constitution Review Working Party.).**