

# **AUDIT, GOVERNANCE AND STANDARDS COMMITTEE**

21st April 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.)

### 2nd July 2015

- **Monitoring Officer's Report – Standards Regime**
- **Parish Council Representative's Report – Standards Regime**
- **General Dispensations – Standards Regime**
- **Committee Action List & Work Programme**
- **Independent Member Attendance and Performance Report** (one-off report to July 2015 meeting only)
- **General Risk Monitoring** (including any oral updates from the Committee's Lead Risk Members)
- **Annual Governance Statement 2014/15**
- **Corporate Risk Register – Annual Update**
- **General Fraud Monitoring** (including any oral updates from the Committee's Lead Fraud Members)
- **Benefits Investigations**
- **Debt Recovery Update Report** (for Quarters 3 and 4 – October to March)
- **External Audit – Progress Report including oral update on Value for Money Conclusion**
- **External Audit – Audit Fee Letter 2015/16**
- **Portfolio Holder Update – Quarterly Budget Monitoring** (oral update)
- **Internal Audit – Progress 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 these are issued to the External Auditors. A briefing on the Statement of Accounts will also take place for all members of the Committee in early/mid-September 2015, prior to the Committee's formal consideration of the Statement at its end of September meeting.]

### 30th September 2015

- **Monitoring Officer's Report – Standards Regime**
- **Parish Council Representative's Report – Standards Regime**
- **Committee Action List & Work Programme**
- **General Risk Monitoring** (including any oral updates from the Committee's Lead Risk Members)
- **General Fraud Monitoring** (including any oral updates from the Committee's Lead Fraud Members)

## **AUDIT, GOVERNANCE AND STANDARDS COMMITTEE**

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- **Benefits Investigations**
- **Audited Statement of Accounts 2014/15 (including final Annual Governance Statement)**
- **External Audit – Progress Report**
- **External Audit – Audit Findings Report 2014/15**
- **Portfolio Holder Update – Quarterly Budget Monitoring (oral update)**
- **Internal Audit – Monitoring Report**

### 28th January 2016

- **Monitoring Officer’s Report – Standards Regime**
- **Parish Council Representative’s Report – Standards Regime**
- **Committee Action List & Work Programme**
- **General Risk Monitoring** (including any oral updates from the Committee’s Lead Risk Members)
- **Corporate Risk Register – 6-month Update**
- **General Fraud Monitoring** (including any oral updates from the Committee’s Lead Fraud Members)
- **Benefits Investigations**
- **Debt Recovery Update Report** (for Quarters 1 and 2 – April to September)
- **Treasury Management Strategy, Prudential Indicators and Minimum Revenue Policy Provision 2016/17**
- **External Audit – Progress Report**
- **External Audit – Annual Audit Letter**
- **External Audit – Grant Claims Certification Work Report**
- **Portfolio Holder Update – Quarterly Budget Monitoring (oral update)**
- **Internal Audit – Progress Report**
- **Internal Audit – Annual Audit Plan 2016/17 (Draft)**

### 21st April 2016

- **Monitoring Officer’s Report – Standards Regime**
- **Parish Council Representative’s Report – Standards Regime**
- **Committee Action List & Work Programme**
- **General Risk Monitoring** (including any oral updates from the Committee’s Lead Risk Members)
- **General Fraud Monitoring** (including any oral updates from the Committee’s Lead Fraud Members)
- **Benefits Investigations**
- **Accounting Standards (Statement of Accounting Policies)**
- **External Audit – Auditing Standards 2015/16 (Communication with the Audit and Governance Committee and Executive)**
- **External Audit – Progress Report**
- **External Audit – Audit Plan 2015/16**
- **External Audit – Audit Fee Letter 2016/17**

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- **Portfolio Holder Update – Quarterly Budget Monitoring** (oral update)
- **Internal Audit – Progress Report**
- **Internal Audit – Annual Audit Plan 2016/17 (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 No. 4 (Audit and Governance Committee – Procedure Rules) of 28th June 2012 meeting refers)
- **Calendar of Meetings 2016/17**

### 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).**

### January or April 2018

- **Review of Independent Member Appointment (prior to expiry of current 4-year term of office in July 2018)** Minute No. 22 of 25th September 2014 meeting refers.