

AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

21st September 2017

Work Programme for the calendar year ahead

Statement of Accounts

Copies of the unaudited financial statements and the Annual Governance Statement are sent to members of the Committee at the same time these are issued to the Council's external auditors at the end of June. An Officer briefing on the statement of accounts is due to take place on 11th September 2017, prior to the Committee's formal consideration of the audited financial statements at the 21st September 2017 meeting.

Earlier closedown of Accounts

Under the Accounts and Audit Regulations 2015, with effect from 2017/18 unaudited financial statements will need to be published by the end of May and audited financial statements by the end of July.

1st February 2018 meeting

Standards

- Monitoring Officer's Report

Governance

- Review of Independent Member Appointment (either to February or April 2018 meeting – prior to expiry of current 4-year term of office in July 2018 – Minute No. 22 of 25th September 2014 meeting refers)
- External Audit – Update Report
- External Audit – Grant Claims Certification Work Report
- External Audit – Annual Audit Letter 2016/17
- Treasury Management Strategy, Prudential Indicators and Minimum Revenue Policy Provision 2018/19
- Compliance Team Update
- Internal Audit – Progress Report
- Internal Audit – Draft Audit Plan 2018/19

Monitoring

- S11 Action Plan Monitoring
- Corporate Governance and Risk (report to include: Governance and Accounts Action Plan (for any accounts and/or governance issues raised by the auditors), Annual Governance Statement and Corporate Risk Register update – to all meetings, plus any required Treasury Management monitoring updates)
- Financial Savings Monitoring Report (subject to timings and to include any relevant Quarterly Budget Monitoring commentary from Portfolio Holder)
- Committee Action List and Work Programme
- Calendar of Meetings 2018/19 (or April 2018 meeting)

AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

21st September 2017

26th April 2018 meeting

Standards

- Monitoring Officer's Report

Governance

- External Audit – Update Report
- External Audit – Audit Plan 2017/18
- External Audit – Audit Fee Letter 2018/19
- External Audit – Auditing Standards 2017/18 (Communication with the Audit, Governance and Standards Committee)
- Proposed Accounting Policies 2017/18 (Statement of Accounting Policies)
- Internal Audit – Progress Report
- Internal Audit – Final Audit Plan 2018/19

Monitoring

- Compliance Team Update
- S11 Action Plan Monitoring
- Corporate Governance and Risk (report to include: Governance and Accounts Action Plan (for any accounts and/or governance issues raised by the auditors), Annual Governance Statement and Corporate Risk Register update – to all meetings, plus any required Treasury Management monitoring updates)
- Financial Savings Monitoring Report (subject to timings and to include any relevant Quarterly Budget Monitoring commentary from Portfolio Holder)
- Committee Action List and Work Programme
- Annual Review of the Operation of the Committee (Chair's oral report and the Committee's Procedure Rules (Minute No. 4 of 28th June 2012 meeting refers))
- Calendar of Meetings 2018/19

July 2018 meeting (meeting date to be confirmed)

Standards

- Monitoring Officer's Report (including any updates from the Parish Council's Representative(s) and Hearing Sub-Committee memberships if any changes to main Committee membership for the 2018/19 Municipal Year)
- General Dispensations Report (to first meeting of the Committee following the 2018 Borough Council elections)

Governance

- External Audit – Audit Findings Report 2017/18 (note: external auditors don't usually provide general update report at this meeting)
- Audited Statement of Accounts 2017/18 (including final Annual Governance Statement)

AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

21st September 2017

- Internal Audit – Annual Report 2017/18 (including review of effectiveness of Internal Audit – Note: a separate Internal Audit Progress Report does not usually go to this meeting)

Monitoring

- S11 Action Plan Monitoring
- Corporate Governance and Risk (report to include: Governance and Accounts Action Plan (for any accounts and/or governance issues raised by the auditors), Annual Governance Statement and Corporate Risk Register update – to all meetings, plus any required Treasury Management monitoring updates)
- Financial Savings Monitoring Report (subject to timings and to include any relevant Quarterly Budget Monitoring commentary from Portfolio Holder)
- Committee Action List and Work Programme

21st September 2018 meeting (meeting date to be confirmed)

Standards

- Monitoring Officer's Report (including any updates from the Parish Council's Representative(s))

Governance

- Internal Audit – Progress Report

Monitoring

- Compliance Team Update
- Re-appointment of Lead Risk and Fraud Members on the Committee
- S11 Action Plan Monitoring
- Corporate Governance and Risk (report to include: Governance and Accounts Action Plan (for any accounts and/or governance issues raised by the auditors), Annual Governance Statement and Corporate Risk Register update – to all meetings, plus any required Treasury Management monitoring updates)
- Financial Savings Monitoring Report (subject to timings and to include any relevant Quarterly Budget Monitoring commentary from Portfolio Holder)
- Committee Action List and Work Programme

Details of reports for subsequent meetings will be added to the Work Programme in due course, as part of the rolling year programme.