

WORK PROGRAMME FOR 2023/24

Committee Function and Report Subject		Frequency	Last Covered	July 2023	Sept 2023	Nov 2023	March 2024
OVERALL PURPOSE AND ACCOUNTABILITY							
Monitoring Officer (MO) Report - to include Review of Work Programme and training plan		Every Meeting	n/a	YES	YES	YES	YES
Review of the Functions of the Committee – included in MO Report **		3 yearly	2022-23				
GOVERNANCE, RISK AND CONTROL							
Corporate Governance & AGS	Local Code of Corporate Governance	As needed	2016-17				
	Annual Governance Statement	Annual	2022-23	YES			
Risk Management	Policy	As needed	2016-17				
	Risk Management Monitoring Reports	6 monthly	2022-23		YES		YES
	Business Continuity – Included in Risk Management Report **	3 yearly	2022-23				
	Specific Risk Management topics	As needed	2019-20 (cyber security risks)				
Value for Money	Specific VFM studies	As needed	None				
Counter Fraud	Counter Fraud Policy and Strategy	3 yearly	2016-17			YES	
	Anti-Bribery Policy	As needed	2011-12		YES		
	Sanctions and Redress Policy	As needed	2016-17				
	Counter Fraud Annual Report	Annually	2022-23	YES			
Partnerships	Partnership Governance Report – Included in the Head of Audits Report **	Annually	2022-23			**	
AUDIT							
Internal Audit	Internal Audit Strategy Included in Internal Audit Quarterly Report **	3 yearly	2018-19		**		
	Internal Audit Annual Plan –Included in Internal Audit Quarterly Report **	Annual	2022-23				**
	Internal Audit Quarterly Report	Quarterly	2022-23	YES	YES	YES	YES
	Head of Audit's Annual Opinion	Annual	2022-23	YES			

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External Audit	Arrangements for Appointment of External Auditors	As needed	2022-23				YES
	Annual Plan and Fee	Annual	2022-23	YES			
	Annual Auditor's Report and VFM commentary	Annual	2022-23	YES			
	Annual Certification Report	Annual	2021-22	YES			YES
	Specific reports from inspection agencies	As needed	2018-19 (RIPA)				
FINANCIAL REPORTING							
Statement of Accounts		Annual	2022-23	YES			
External Audit – Audit Results Report		Annual	2022-23		YES		
WIDER FUNCTIONS OF THE COMMITTEE							
Standards and Ethics	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	Annual Ombudsman Reports and Overview of Complaints against members– Included in MO Report	Annual	2022-23		**		
	Review of Members Training and Development Programme – Included in MO Report	Annual	2022-23				**
Treasury Management	Treasury Management Strategy and Indicators	Annual	2022-23			YES	YES – Policy and indicators
Key Policy Review	Annual Review of the Constitution – Included in MO Report	Annual	2022-23				**
	Review of Financial Regulations – included in MO Report	3 yearly	2022-23				
	Review of Procurement and Contract Procedure Rules	3 yearly	2021-22				
	Prevention of the Facilitation of Tax Evasion	As needed	2021-22				
Other Matters referred to the Committee	Updates on legal issues	As needed	2017-18				
	Issues referred by the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items (not including items included within other reports)				8	5	4	6