

# Report

## Governance and Audit Committee

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### Part 1

**Date:** 27 January 2022

**Subject** Draft Work Programme

**Purpose** To report the details of this Committee's work programme.

**Author** Democratic & Services Officer

**Ward** General

**Summary** The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Governance & Audit Committee function. This report presents the current work programme to the Committee for information and details the items due to be considered at the Committee's next two meetings.

**Proposal** **The Committee is asked to endorse the proposed schedule for future meetings, confirm the list of people it would like to invite for each item, and indicate whether any additional information or research is required.**

**Action by** Governance and Audit Committee

**Timetable** Immediate

### Background

The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Governance & Audit Committee function. Attached at Appendix 1 is the forward work programme for this Committee. Below are the items scheduled to be presented at the Committee's next two meetings. Committee Members are asked to endorse this schedule, confirm the list of people they would like to invite for each item, and indicate whether any additional information or research is required.

31 March 2022
Corporate Risk Register (Quarter 3)
WAO Annual Report on Grants Works 2021-22
Audit Wales and Regulatory Bodies 6-month update
Annual Governance Statement (draft statement)
Member Development Self Evaluation Exercise
Referrals to Audit Committee

**26 May 2022**

Appointment of Chairman

Treasury Management Year End Report 2021/2022

Corporate Risk Register Quarter 4

Annual Report on Compliments, Comments and Complaints Management 2022

SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 4, January to March)

Audit Wales Annual Report on Grants Works 2021-22 Draft

Internal Audit Annual Report 2021-2022

Internal Audit Annual Plan 2022-2023

Member Development Self Evaluation Exercise

Referrals to Audit Committee

### **Comments of Chief Financial Officer**

There will be financial consequences for some of the reviews undertaken. These will be commented upon as the reports are presented. The preparing and monitoring of the work programme is done by existing staff for which budget provision is available.

### **Comments of Monitoring Officer**

I have no comments, as there are no legal implications.

### **Staffing Implications: Comments of Head of People and Business Change**

There are no staffing implications within this report. Any staffing implications of the reviews in the work programme will need to be addressed in individual reports.

### **Background Papers**

None.

### **Appendix 1**

***(Audit Committee to meet every other month unless circumstances dictate otherwise)***

**28 July 2022**

Corporate Risk Register (Quarter 1 April to June)

Statement of Accounts 2020/21

Audit of Financial Statements Report 2021/22

SO24/Waiving of Contract Sos: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract Sos (Quarter 1, April to June)

Member Development Self Evaluation Exercise

Referrals to Audit Committee

**29 September 2022**

Progress Against Internal Audit Plan 2022/23 Quarter 1

Corporate Risk Register (Quarter 1 April to June)

Audit Wales and Regulatory Bodies 6-month update

Audit of Financial Statements Report 2021/22

Audit Enquiries Letter 2021/22

Referrals to Governance and Audit Committee

**27 October 2022**

Corporate Risk Register (Quarter 2 July to Sept)

Internal Audit Plan 2020/21– Progress (Quarter 2)

SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2, July to September)

Treasury Management Report

Lessons Learned 2021/22

**26 January 2023**

Internal Audit Plan – Progress (Quarter 3)

Financial Memorandum on the 2021-22 Financial Audit

Internal Audit Unsatisfactory Audit Opinions (6 monthly report)

Annual Report on Compliments, Comments and Complaints Management 2023

Referrals to Audit Committee

**30 March 2023**

Corporate Risk Register (Quarter 3)

WAO Annual Report on Grants Works 2022-23

Audit Wales and Regulatory Bodies 6-month update

Annual Governance Statement (draft statement)

Member Development Self Evaluation Exercise

Referrals to Audit Committee

**25 May 2023**

Appointment of Chairman

Treasury Management Year End Report 2022/2023

Corporate Risk Register Quarter 4

Annual Report on Compliments, Comments and Complaints Management update

SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 4, January to March)

Audit Wales Annual Report on Grants Works 2022-23 Draft

Internal Audit Annual Report 2022-2023

Internal Audit Annual Plan 2023-2024

Member Development Self Evaluation Exercise

Referrals to Audit Committee