

# Report

## Governance and Audit Committee

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### Part 1

Date: 27 July 2023

**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.

28 September 2023
Corporate Risk Register Quarter 1
Progress Against Internal Audit Plan 2023/24 Quarter 1
Annual Corporate Self-Assessment
Annual Report on Compliments, Comments and Complaints Management 2023
Call In the Strategic Director of Environment and Sustainability and Head of Service re the PTU Taxi Contracts- 6 month Update

Audit of Financial Statements Report 2021/22
Audit Enquiries Letter 2021/22
Referrals to Governance and 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.

## 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)*

<b>28 September 2023</b>
Corporate Risk Register Quarter 1
Progress Against Internal Audit Plan 2023/24 Quarter 1
Annual Corporate Self-Assessment
Annual Report on Compliments, Comments and Complaints Management 2023
Call In the Strategic Director of Environment and Sustainability and Head of Service re the PTU Taxi Contracts- 6-month Update
Audit Wales Annual Report on Grants Works 2020-21 and 2021-22 Draft
Audit of Financial Statements Report 2021/22
Audit Enquiries Letter 2021/22
Referrals to Governance and Audit Committee

<b>26 October 2023</b>
Internal Audit Plan – Progress (Quarter 2)
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2, July to September)
Risk Management Policy
Audit Wales Annual Report on Grants Works 2020-21 and 2021-22 Draft (TBC)
Treasury Management Report

Lessons Learned 2022/23
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<b>23 November 2023 (Extra Committee)</b>
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Statement of Accounts 2022/2023
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<b>25 January 2024</b>
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Internal Audit Plan – Progress (Quarter 3)
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Corporate Risk Register Quarter 2
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Audit of Financial Statements Report 2022/23
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Financial Memorandum on the 2021-22 Financial Audit
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Audit Wales and Regulatory Bodies 6-month update
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Internal Audit Unsatisfactory Audit Opinions (6 monthly report)
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Referrals to Audit Committee
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<b>28 March 2024</b>
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Corporate Risk Register (Quarter 3)
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WAO Annual Report on Grants Works 2022-23
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Annual Governance Statement (draft statement)
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Member Development Self Evaluation Exercise
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Referrals to Audit Committee
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<b>30 May 2024</b>
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Appointment of Chairperson
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Treasury Management Year End Report 2023/2024
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Corporate Risk Register Quarter 4
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SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 4, January to March)
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Audit Wales Annual Report on Grants Works 2023-2024 Draft
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Internal Audit Annual Report 2022-2023
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Internal Audit Annual Plan 2024-2025
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Audit Wales Annual Audit Summary 2023
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Audit Wales Annual Audit Plan 2024
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