

Report

Governance and Audit Committee

Part 1

Date: 28 September 2023

Subject Draft Work Programme

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

Author Governance Officer

Ward General

Summary The purpose of a forward work programme is to help ensure Committee Members achieve organisation and focus on 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 on 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 meetings until June 2024. 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.

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

Forward Work Plan; agenda set out in a table for each meeting.

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

26 October 2023
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
Audit of Financial Statements Report 2021/22

23 November 2023 (Extra Committee)
Statement of Accounts 2022/2023
Update from the Strategic Director of Social Services re the Unsound opinion for Children Services Safeguarding Childrens Money
Update from the Strategic Director of Social Services re the internal Audit of Adoption Allowances resulting in a Third Consecutive Unsatisfactory Opinion
Governance and Audit Committee Annual Report

25 January 2024
Internal Audit Plan – Progress (Quarter 3)
Corporate Risk Register Quarter 2
Audit of Financial Statements Report 2022/23
Financial Memorandum on the 2021-22 Financial Audit
Audit Wales and Regulatory Bodies 6-month update
Internal Audit Unsatisfactory Audit Opinions (6 monthly report)
Referrals to Governance and Audit Committee

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28 March 2024
Corporate Risk Register (Quarter 3)
WAO Annual Report on Grants Works 2022-23
Annual Governance Statement (draft statement)
Member Development Self Evaluation Exercise
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 3)
Referrals to Governance and Audit Committee

30 May 2024
Appointment of Chairperson
Treasury Management Year End Report 2023/2024
Corporate Risk Register Quarter 4
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 2023-2024 Draft
Internal Audit Annual Report 2022-2023
Internal Audit Annual Plan 2024-2025
Audit Wales Annual Audit Summary 2023
Audit Wales Annual Audit Plan 2024
Referrals to Governance and Audit Committee

Appendix 2

Forward Work Plan; agenda set out in alternative format.

Area	Thursday 26 October 2023 (5pm)	Thursday 23 November 2023 (5pm)	Thursday 25 January 2024 (5pm)	28 March 2024 (5pm)	30 May 2024 (5pm)
Internal Audit	Internal Audit Plan – Progress (Quarter 2)		Internal Audit Plan – Progress (Quarter 3)		Internal Audit Annual Report 2022-2023
			Internal Audit Unsatisfactory Audit Opinions (6 monthly report)		Internal Audit Annual Plan 2024-2025
Finance	Lessons Learned 2022/23	Statement of Accounts 2022/23	Financial Memorandum on the 2021-22 Financial Audit		Treasury Management Year End Report 2023/2024
	Treasury Management Report		Audit of Financial Statements Report 2022/23		

	Audit of Financial Statements Report 2021/22				
Audit Wales	Audit Wales Annual Report on Grants Works 2020-21 and 2021-22 Draft (TBC)		Audit Wales and Regulatory Bodies 6-month update	WAO Annual Report on Grants Works 2022-23	Audit Wales Annual Audit Summary 2023
					Audit Wales Annual Audit Plan 2024
					Audit Wales Annual Report on Grants Works 2023-2024 (Draft)
Risk Management	Risk Management Policy		Corporate Risk Register (Quarter 2)	Corporate Risk Register (Quarter 3)	Corporate Risk Register (Quarter 4)
Referrals and Call in Updates (Operational/Other)		Update on progress re: the Unsound opinion for Children Services Safeguarding Childrens Money	Referrals to Governance and Audit Committee	Referrals to Governance and Audit Committee	Referrals to Governance and Audit Committee
		Update on progress re: the internal Audit of Adoption Allowances resulting in a Third Consecutive Unsatisfactory Opinion			
Governance	SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2)	Governance and Audit Committee Annual Report		SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 3)	SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 4)
				Annual Governance Statement (draft)	Appointment of Chairperson

				statement)	
				Member Development Self Evaluation Exercise	