

GOVERNANCE, RISK & AUDIT COMMITTEE – ANNUAL WORK PROGRAMME 2023/2024

Date	Topic	Lead Officer	Comments	Cycle
13th June 2023				
	External Audit Plan 2021/22	External Audit		Annual
	Counter-Fraud, Corruption and Bribery Update	Monitoring Officer – Cara Jordan	Policy updated in 2022 – Comment on implementation?	Tri-annual
	Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman		Quarterly
	Annual Report/Opinion & Review of the Effectiveness of Internal Audit	Internal Audit – Teresa Sharman		Annual
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Corporate Risk Register	Director for Resources – Tina Stankley	To review the corporate risk register	Quarterly
18th July 2023	TBC			
	Annual Accounts Sign-off TBC			
12th Sept 2023				
	Independent Persons Co-option	Monitoring Officer – Cara Jordan	To consider whether to seek appointment of independent persons to the Committee	
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Monitoring Officer's Report	Monitoring Officer – Cara Jordan		Annual
	Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman	To include update on historical recommendations	Quarterly
	Corporate Risk Register	Director for Resources – Tina Stankley	To review the corporate risk register	Quarterly
	GRAC Annual Report 2022-23	Committee Officer –	To review Committee's work over the previous year	Annual
	External Audit Results report 2020/21 TBC	External Audit		Annual
	AGS 22/23 & Local Code of Corporate Governance	Director for Resources – Tina Stankley	Review & approve AGS & Local Code of Corporate Governance	Annual – scheduled for <u>June</u>

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Date	Topic	Lead Officer	Comments	Cycle
5th Dec 2023				
	External Audit Letter 2020/21 <i>Now renamed External Auditor's Annual Report 2020/21 and Certificate</i>	External Audit		Annual
	Corporate Risk Register	Director for Resources – Tina Stankley		Quarterly
	Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman	To review progress on internal audit recommendations	Quarterly
	Civil Contingencies Update	Resilience Manager		Annual
	Business Continuity Plan	Resilience Manager	<i>Deferred at request of Resilience Manager</i>	Internal Audit Rec
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Review of risks – Coastwise	Rob Goodliffe	Review requested by Overview & Scrutiny Committee 15 Nov 2023	Request from O&S
<i>Referred to Cabinet at request of S151 Officer</i>	Risk Management Framework	Director for Resources – Tina Stankley	To review the Council's risk management framework	Bi-Annual
26th March 2024				
	Update on the Statement of Accounts for 2021/22 and 2022/23 and the closure plan for 2023/24	Director for Resources – Tina Stankley		Annual
	Strategic and annual plans internal audit plan 2023/24	Internal Audit – Teresa Sharman		Annual
	GRAC self-assessment	Internal Audit – Teresa Sharman		Annual
	Corporate Risk Register	Director for Resources – Tina Stankley	To review the corporate risk register	Quarterly
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Review of Council's Asset Register	Director for Resources – Tina Stankley	To review the number and value of Council assets	Committee Request

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	Anti-money laundering policy	Internal Audit – Teresa Sharman		3 years – Due 2024
	Counter Fraud, Corruption & Bribery Strategy	Internal Audit – Teresa Sharman		3 years – overdue (due Sep 2023)
	Whistle Blowing Policy	Monitoring Officer – Cara Jordan	To review the updated Whistleblowing Policy	Tri-annual June 2024
11th June 2024				
	Corporate Risk Register	Director for Resources – Tina Stankley	To review the corporate risk register	Quarterly
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman	To review progress on internal audit recommendations	Quarterly
	External Audit Plan 2021/22	External Audit		Annual
9 July 2024				
	Annual Accounts Sign-off			
10 September 2024				
	Corporate Risk Register	Director for Resources – Tina Stankley	To review the corporate risk register	Quarterly
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman	To review progress on internal audit recommendations	Quarterly
	External Audit Results report 2020/21 TBC	External Audit		Annual
	AGS 22/23 & Local Code of Corporate Governance	Director for Resources – Tina Stankley	Review & approve AGS & Local Code of Corporate Governance	Annual