

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

Topic	Lead Officer	Comments	Cycle
9 July 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 Interim VFM Report for 2021/22 and 2022/23	External Auditor		Annual
External Audit Plan for 2023/24	External Auditor		Annual
Annual Report/Opinion & Review of the Effectiveness of Internal Audit	Internal Audit – Teresa Sharman		Annual
Appointment of an independent member	Monitoring Officer – Cara Jordan		Committee Request
GRAC self-assessment	Internal Audit – Teresa Sharman		Annual
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
AGS 23/24 & Local Code of Corporate Governance	Director for Resources – Tina Stankley	Review & approve AGS & Local Code of Corporate Governance	Annual
GRAC training needs	Internal Audit – Teresa Sharman		Annual
Effect of changes to Land Charges	Director for Resources – Tina Stankley		Committee Request
3 December 2024			
External Audit Letter	External Audit		Annual
Sign off accounts	Director for Resources – Tina Stankley		
Risk Management Framework	Director for Resources – Tina Stankley		
Corporate Risk Register	Director for Resources – Tina Stankley		Quarterly

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Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman	To review progress on internal audit recommendations	Quarterly
Civil Contingencies Update	Resilience Manager – Alison Sayer		Annual
Business Continuity Framework	Resilience Manager – Alison sayer		Bi Annually
Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
Committee Self-Assessment Action Plan	Monitoring Officer – Cara Jordan	To complete the action plan	
Monitoring Officer’s Report	Monitoring Officer – Cara Jordan		Annual
Responding to Complaints	Director for Communities – Steve Hems	Why the Council was not consistently achieving its target timescale for 15 days for responding to complaints and what remedial work was being undertaken	Committee Request
Oversight boards	Director for Communities – Steve Hems	Update on the work of the oversight boards	Quarterly
Treasury Management Strategy	Director for Resources – Tina Stankley		Annual
Principles of good governance	Monitoring Officer – Cara Jordan		Committee Request
25 March 2025			
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
Internal Audit Progress & Follow-up Report	Internal Audit – Teresa Sharman	To review progress on internal audit recommendations	Quarterly