

GOVERNANCE, RISK & AUDIT COMMITTEE – ANNUAL WORK PROGRAMME 2020/2021

Date/Meeting	Item	Lead Officer	Additional Comments	Cycle
16th June 2020				
	Progress report on Internal Audit Activity	Internal Auditors – Faye Haywood	Not for discussion	Quarterly
	Follow up on Internal Audit Recommendations	Internal Auditors – Faye Haywood	Not for discussion	Six Monthly
	Annual Report/Opinion & Review of the Effectiveness of Internal Audit	Internal Auditors – Faye Haywood		Annual
	Risk Management Policy/Framework & corporate risk registers	Head of Finance & Asset Management – Duncan Ellis	To review the corporate risk register in relation to Covid-19	Quarterly
29th Sept 2020				
	Draft Statement of Accounts	Chief Technical Accountant – Lucy Hume		TBC
	EY Annual Audit Letter	External Auditors - EY		Annual
	Progress Report on Internal Audit Activity	Internal Auditors – Faye Haywood		Quarterly
	Corporate Risk Register	Head of Finance & Asset Management – Duncan Ellis	To review the corporate risk register	Quarterly
	Audit Results Report	External Auditors - EY		Annual TBC
	Letter of Representation	Head of Finance & Asset Management – Duncan Ellis		Annual
	Corporate Risk Register	Head of Finance & Asset Management – Duncan Ellis		TBC
	Monitoring Officer's Report	Monitoring Officer – Emma Duncan		Annual
	Annual Governance Statement 2019/20 & Local Code of Corporate Governance	Head of Finance & Asset Management – Duncan Ellis		Annual
	Sign-off Annual Accounts	Chief Technical Accountant – Lucy Hume	To sign off accounts delayed from 2019/20	Annual
8th Dec 2020				
	Final Statement of Accounts	Lucy Hume – Chief Technical Accountant		Annual TBC
	Corporate Risk Register	Head of Finance & Asset Management – Duncan Ellis		Quarterly
	Progress Report on Internal Audit Activity	Internal Auditors – Faye Haywood		Quarterly TBC
	Follow Up Report on Internal Audit Recommendations	Internal Auditors – Faye Haywood	To include update on historical recommendations	Six Monthly

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2021	Anti-money laundering policy	Internal Auditors – Faye Haywood		3 years – Due 2021
	Civil Contingencies Update	Resilience Manager – Alison Sayer		Annual
9th March 2021				
	EY External Audit Plan (with overview) Annual Grant Certification Report	External Auditors - EY		Annual
	Progress Report on Internal Audit Activity	Internal Auditors – Faye Haywood		Quarterly
	Undertake self-assessment	Internal Auditors – Faye Haywood		Annual
	Strategic and Annual Audit Plans	Internal Auditors – Faye Haywood		Annual
	Corporate Risk Register	Head of Finance & Asset Management – Duncan Ellis	To review the corporate risk register	Quarterly
	Risk Management Framework	Head of Finance & Asset Management – Duncan Ellis	To review the Council's risk management framework	Annual

To be Confirmed/Arranged				
2020	Strategic and Annual Audit Plans	Internal Auditors – Faye Haywood		Annual TBC
2020	Confidential Investigation – Follow-up Report	Head of IT & Digital Transformation – Sean Kelly	Can report be circulated amongst Committee Members?	TBC
2020	EY External Audit Plan (w/ overview) Annual Grant Certification Report	External Auditors - EY		Annual
2020	GRAC Annual Report	Committee Officer – Matt Stembrowicz		Annual TBC
2020	Egmere & Splash Audit Reports	Internal Auditors – Faye Haywood	To review the Egmere and Splash projects	Requested by Committee
2020	Local Code of Corporate Governance	Head of Finance & Asset Management – Duncan Ellis		Annual TBC