

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

Date/Meeting	Item	Lead Officer	Additional Comments	Cycle
<b>16<sup>th</sup> June 2020</b>				
	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
<b>4<sup>th</sup> August 2020</b>				
	Monitoring Officer's Report	Monitoring Officer – Emma Duncan		Annual
	Revised Strategic and Annual Audit Plans	Internal Auditors – Faye Haywood		Annual
	NNDC Counter Fraud, Corruption and Bribery Strategy	Internal Auditors – Faye Haywood	Due for review	3 year cycle
	Egmere Audit Report	Internal Auditors – Faye Haywood	Requested by Committee	
	Sheringham Leisure Centre Audit Report	Internal Auditors – Faye Haywood	Requested by Committee	
	Confidential Investigation – Follow-up Report	Head of IT & Digital Transformation – Sean Kelly		
<b>29<sup>th</sup> Sept 2020</b>				
	Draft Statement of Accounts	Chief Technical Accountant – Lucy Hume		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	2018/19 - Delayed	Annual
	Letter of Representation	Head of Finance & Asset Management – Duncan Ellis		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	2018/2019 - Delayed	Annual

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8 <sup>th</sup> Dec 2020				
	Corporate Risk Register	Head of Finance & Asset Management – Duncan Ellis		Quarterly
	Progress Report on Internal Audit Activity	Internal Auditors – Faye Haywood		Quarterly <b>TBC</b>
	Follow Up Report on Internal Audit Recommendations	Internal Auditors – Faye Haywood	To include update on historical recommendations	Six Monthly
<b>2021</b>	Anti-money laundering policy	Internal Auditors – Faye Haywood		<b>3 years – Due 2021</b>
	Civil Contingencies Update	Resilience Manager – Alison Sayer		Annual
	New Project Governance & Management Framework	Chief Executive – Steve Blatch	<b>Requested by Committee</b>	
9 <sup>th</sup> 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 – <b>Verbal Update</b>	Internal Auditors – Faye Haywood	<b>Full report to June meeting</b>	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	Bi-annual <b>(2022)</b>
	EY Annual Audit Letter	External Auditors - EY		Annual
	Final Statement of Accounts	Lucy Hume – Chief Technical Accountant		Annual <b>TBC</b>
To be Confirmed/Arranged				
	Whistle Blowing Policy			<b>June 2021</b>
	Cromer Tennis Hub Audit Report			<b>TBC</b>
	Review of Council's Asset Register	To review the number and value of Council assets		<b>June 2021 TBC</b>
<b>2020</b>	EY External Audit Plan (w/ overview) Annual Grant Certification Report	External Auditors - EY		Annual
<b>2020</b>	GRAC Annual Report	Committee Officer – Matt Stembrowicz		Annual <b>TBC</b>

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