

GOVERNANCE, RISK & AUDIT COMMITTEE – ANNUAL WORK PROGRAMME 2021/2022

Date	Topic	Lead Officer	Comments	Cycle
15th June 2021				
	Strategic and annual plans internal audit plan 2021/22	Internal Auditors – Emma Hodds/Faye Haywood		Annual
	Progress report on Internal Audit Activity	Internal Auditors – Emma Hodds/Faye Haywood		Quarterly
	Follow up on Internal Audit Recommendations	Internal Auditors – Emma Hodds/Faye Haywood	To include update on historical recommendations	Six Monthly
	Annual Report/Opinion & Review of the Effectiveness of Internal Audit	Internal Auditors – Emma Hodds/Faye Haywood		Annual
13th July 2021	Meeting Cancelled			
28th Sept 2021				
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	Monitoring Officer's Report	Monitoring Officer – Cara Jordan		Annual
	Progress Report on Internal Audit Activity	Internal Auditors – Emma Hodds/Faye Haywood	To review progress on active internal audit recommendations	Quarterly
	Follow Up Report on Internal Audit Recommendations	Internal Auditors – Emma Hodds/Faye Haywood	To follow-up outstanding audit recommendations	Quarterly
	Corporate Risk Register	Director for Resources – Duncan Ellis	To review the corporate risk register	Quarterly
	Draft Statement of Accounts 2020/21	Chief Technical Accountant – Lucy Hume	To review the draft statement of accounts	Annual
	Review of Council's Asset Register	Chief Technical Accountant – Lucy Hume	To review the number and value of Council assets	Committee Request
	Whistle Blowing Policy	Monitoring Officer – Cara Jordan	To review the updated Whistleblowing Policy	Tri-annual (June 2021)
	Annual Governance Statement 2020/21 & Local Code of Corporate Governance	Director for Resources – Duncan Ellis	To review and approve the AGS and Local Code of Corporate Governance	Annual
	GRAC Annual Report 2019-20 & 2020-21	Committee Officer – Matt Stembrowicz	To review the work of the Committee in the previous year	Annual
	LGO Annual Review Letter 2021	Chief Executive – Steve Blatch		Annual
	Draft Procurement Strategy	Director for Resources – Duncan Ellis	To review the draft Procurement Strategy	

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7 th Dec 2021				
	EY Audit Plan 2019/20	External Auditors - EY		Annual
	Corporate Risk Register	Director for Resources – Duncan Ellis		Quarterly
	Progress Report on Internal Audit Activity	Internal Auditors – Emma Hodds/Faye Haywood	To review progress on internal audit recommendations	Quarterly
	Follow Up Report on Internal Audit Recommendations	Internal Auditors – Emma Hodds/Faye Haywood	To follow-up outstanding audit recommendations	Six Monthly
	Civil Contingencies Update	Resilience Manager – Alison Sayer		Annual
	Procurement Exemptions Register	Monitoring Officer – Cara Jordan	To review Procurement Exemptions	Quarterly
	PSAA Update	Chief Technical Accountant – Lucy Hume		

Date	Topic	Lead Officer	Comments	Cycle
8 th March 2022				
	Audit Results Report 2019/20	External Auditors - EY		Annual
	Letter of Representation 2019/20	Director for Resources – Duncan Ellis		Annual
	Final Statement of Accounts	Chief Technical Accountant – Lucy Hume		Annual
	Progress Report on Internal Audit Activity	Internal Auditors – Emma Hodds/Faye Haywood		Quarterly
	Undertake self-assessment	Internal Auditors – Emma Hodds/Faye Haywood		Annual
	Strategic and Annual Audit Plans	Internal Auditors – Emma Hodds/Faye Haywood		Annual
	Corporate Risk Register	Director for Resources – Duncan Ellis	To review the corporate risk register	Quarterly
	Risk Management Framework	Director for Resources – Duncan Ellis	To review the Council's risk management framework	Annual
	Process/Oversight Review for Projects	TBC	TBC	
June 2022	Annual Audit Letter 2019/20	External Auditors - EY		Annual
	Anti-money laundering policy	Internal Auditors – Emma Hodds/Faye Haywood		3 years – Due 2021