

ROLLING AUDIT & GOVERNANCE TIMETABLE OF PLANNED REPORTS TO AUDIT AND GOVERNANCE COMMITTEE

| | Report | Committee Date | Report Of | Comments |
|---|---|-----------------------|---|---|
| 1 | Internal Audit Quarterly Update | 9 February 2023 | Audit Manager | |
| 2 | Risk Management Quarterly Update | 9 February 2023 | Assistant Director – Finance | |
| 3 | Audit Committee Effectiveness | 9 February 2023 | Audit Manager | |
| 4 | Future High Street Fund Risk Report | 9 February 2023 | Assistant Director, Growth & Regeneration | |
| 5 | Councillor Code of Conduct – following finalisation of LGA new Model Code | 9 February 2023 | Monitoring Officer | |
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| 1 | Audit and Governance Committee update | 22 March 2023 | Grant Thornton | |
| 2 | Auditor’s Annual Report | 22 March 2023 | Grant Thornton | |
| 3 | Internal Audit Charter and Audit Plan | 22 March 2023 | Audit Manager | |
| 4 | Review of the Constitution and | 22 March 2023 | Monitoring Officer | <i>Annual review in March from 2023</i> |

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| | Report | Committee Date | Report Of | Comments |
|----|---|----------------------|---|--|
| | Scheme of Delegation for Officers | | | onwards |
| 5 | Informing the Audit Risk Assessment | 22 March 2023 | Grant Thornton | <i>March or April (ideally March)</i> |
| 6 | Review of the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Statement and the Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Review Report | 22 March 2023 | Executive Director Finance | <i>March or April (ideally March)</i> |
| 7 | Final Accounts – Accounting Policies and Action Plan | 22 March 2023 | Assistant Director of Finance | <i>March or April (ideally March)</i> |
| 8 | Internal Audit Service – External Quality Assessment | 22 March 2023 | Audit Manager & External Quality Assessor | <i>Report on Internal Audit's compliance with Public Sector Internal Audit Standards</i> |
| | Private meeting of Internal and External Auditors and Committee members | March | | |
| 1 | Audit & Governance Committee update | 20 April 2023 | Grant Thornton | |
| 2. | Public Sector Internal Audit Standards/Quality Assurance and Improvement Programme | 20 April 2023 | Audit Manager | <i>Update following receipt of EQA Report from 22 March 2023 meeting</i> |
| 3. | Annual Report of the Chair of Audit & | 20 April 2023 | Audit Manager / | |

| | Report | Committee Date | Report Of | Comments |
|---|-------------------------------------|----------------------|-----------------------------------|---|
| | Governance Committee | | Chair | |
| 4 | Review of Financial Guidance | 20 April 2023 | Assistant Director Finance | From 2023 onwards to be considered in April each year. |
| 5 | Councillor Code of Conduct | 20 April 2023 | Monitoring Officer | <i>Annual refresh</i> |

2023/24 Year

| 1 | Audit & Governance Committee update | [late] June 2023 | Grant Thornton | |
|---|--|-------------------------|---|--|
| 2 | External Audit Plan | [late] June 2023 | Grant Thornton | |
| 3 | Internal Audit Annual Report and Quarterly Update for 2022/23 | [late] June 2023 | Audit Manager | |
| 4 | Annual Governance Statement and Code of Corporate Governance | [late] June 2023 | Chief Executive | |
| 5 | Risk Management Quarterly Update | [late] June 2023 | Assistant Director, Finance | |
| 6 | Future High Street Fund Risk Report | [late June] 2023 | Assistant Director, Growth & | |

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| | | | Regeneration | |
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| 1 | Audit & Governance Committee update | xx August 2023 | Grant Thornton | |
| 2 | Risk Management Quarterly Update | xx August 2023 | Assistant Director – Finance | |
| 3 | Internal Audit Quarterly Update | xx August 2023 | Audit Manager | |
| Page | Private meeting of Internal and External Auditors and Committee members | xx August 2023 | | |
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| 1 | Audit Findings | Xx September 2023 | Grant Thornton | |
| 2 | Management Representation Letter | XX September 2023 | Grant Thornton | |
| 3 | Annual Statement of Accounts | Xx September 2023 | Executive Director Finance | |
| 4 | Annual Treasury Outturn | xx September | Executive Director | <i>Could be moved to October if required</i> |

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| | | 2023 | Finance | |
| 5 | Regulation of Investigatory Powers Act (RIPA) Annual Report & Review of the RIPA Policy | Xx September 2023 | Assistant Directors, Partnerships | Agreed that this be moved to September 2023. |
| 6 | Local Government Ombudsman's Annual Review and Report 2022/23 | XX September 2023 | Assistant Director – People | |
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| 1 | Audit & Governance Committee update | XX October 2023 | Grant Thornton | |
| 2 | Internal Audit Quarterly Update | XX October 2023 | Audit Manager | |
| 3 | Counter Fraud Update | XX October 2023 | Audit Manager | |
| 4 | Risk Management Quarterly Update | XX October 2023 | Assistant Director – Finance | |
| 5 | Future High Street Fund Risk Report | XX October 2023 | Assistant Director, Growth & Regeneration | |
| 6 | Modern Slavery and Human Trafficking Statement | XX October 2023 | Assistant Director – Partnerships | <i>Check whether September or October meeting is preferred for 2023</i> |
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Note:
It is proposed that training on the role of the Audit Committee from the external auditors and training on

the role of internal audit to take place in early June outside of the Committee meeting as part of the annual Member Training programme.

The Portfolio Holder for Finance, Risk and Customer Services