



## **Audit & Governance Committee**

**2024 - 2025**

### Functions of the Committee:

Those functions conferred on the Council in relation to Audit and Governance matters including Audit Activity, Regulatory Framework and Accounts.

To advise the council on the adoption or revision of its Code of Conduct.

To monitor and advise the council about the operation of its Code of Conduct in the light of best practice and in terms of the Localism Act 2011. To assist members and co-opted members of the authority.

To ensure that all members of the Council have access to training in all aspects of the member Code of Conduct, that this training is actively promoted, and that members are aware of the standards expected from local councillors under the Code.

### Other functions:

Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Localism Act 2011 including complaints against members and co-opted members of the Council for breach of the Code of Conduct; and the granting of dispensations pursuant to section 33, Localism Act 2011.

The Council's complaints procedure.

Membership: Councillors: C Adams (Chair), A Wells (Vice Chair), C Bain, M Couchman, S Doyle, P Turner, J Wadrup

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

### 2024/25 Year

*Note: Audit & Governance Committee training is planned for 4<sup>th</sup> June 2024, additional training will be provided to Committee members during the year (dates to be agreed).*

	Report	Committee Date	Report of	Comments
1.	Internal Audit Quarterly Update Q2	13 <sup>th</sup> November 2024	Audit Manager	
2.	Counter Fraud update	13 <sup>th</sup> November 2024	Audit Manager	
3.	Outstanding Audit Recommendations	13 <sup>th</sup> November 2024	Audit Manager	
4.	Risk Management Quarterly Update	13 <sup>th</sup> November 2024	Assistant Director – Finance	
5.	Quarterly update - Financial Waivers	13 <sup>th</sup> November 2024	Assistant Director – Finance	
6.	Member Enquiries Update	13 <sup>th</sup> November 2024	Monitoring Officer	
7.	Annual Statement of Accounts	13 <sup>th</sup> November 2024	Executive Director Finance	
8.	Audit Findings Report and Management Representation Letter	13 <sup>th</sup> November 2024	Azets	
	Report	Committee Date	Report of	Comments

1.	Internal Audit Quarterly Update Q3	5 <sup>th</sup> February 2025	Audit Manager	
2.	Risk Management Quarterly Update	5 <sup>th</sup> February 2025	Assistant Director – Finance	
3.	Audit Committee Effectiveness	5 <sup>th</sup> February 2025	Audit Manager	
4.	Future High Street Fund Risk Report	5 <sup>th</sup> February 2025	Assistant Director, Growth & Regeneration	
5.	Quarterly update - Financial Waivers	5 <sup>th</sup> February 2025	Assistant Director – Finance	
6.	Complaints Update	5 <sup>th</sup> February 2025	Assistant Director - People	
7.	Review of the Constitution and Scheme of Delegation for Officers	5 <sup>th</sup> February 2025	Monitoring Officer	
8.	Councillor Code of Conduct	5 <sup>th</sup> February 2025	Monitoring Officer	
	<b>Report</b>	<b>Committee Date</b>	<b>Report of</b>	<b>Comments</b>
1.	Audit and Governance Committee update	19 <sup>th</sup> March 2025	Azets	
2.	Internal Audit Charter and Audit Plan 2025/26	19 <sup>th</sup> March 2025	Audit Manager	
3.	Final Accounts – Accounting Policies and Action Plan	19 <sup>th</sup> March 2025	Assistant Director of Finance	
4.	Private meeting of Internal and External Auditors and Committee members	19 <sup>th</sup> March 2025		

	<b>Report</b>	<b>Committee Date</b>	<b>Report Of</b>	<b>Comments</b>
1.	<b>Public Sector Internal Audit Standards/Quality Assurance and Improvement Programme</b>	<b>15<sup>th</sup> April 2025</b>	<b>Audit Manager</b>	
2.	<b>Annual Report of the Chair of Audit &amp; Governance Committee</b>	<b>15<sup>th</sup> April 2025</b>	<b>Audit Manager / Chair</b>	
3.	<b>Review of Financial Guidance</b>	<b>15<sup>th</sup> April 2025</b>	<b>Assistant Director Finance</b>	
4.	<b>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</b>	<b>15<sup>th</sup> April 2025</b>	<b>Executive Director Finance</b>	
5.	<b>Auditor's Annual Report</b>	<b>15<sup>th</sup> April 2025</b>	<b>Azets</b>	
6.	<b>Audit Findings Report</b>	<b>15<sup>th</sup> April 2025</b>	<b>Azets</b>	

**Portfolio Holder: The Leader of the Council (Operations/Finance/Cost of Living)**

**Matters Considered**

	Report	Committee Date	Report of	Comments
1.	Internal Audit Annual Report and Quarterly Update for 2023/24	26 <sup>th</sup> June 2024	Audit Manager	
2.	Annual Governance Statement and Code of Corporate Governance	26 <sup>th</sup> June 2024	Chief Executive/Audit Manager	
3.	Risk Management Quarterly Update	26 <sup>th</sup> June 2024	Assistant Director, Finance	
4.	Future High Street Fund Risk Report	26 <sup>th</sup> June 2024	Assistant Director, Growth & Regeneration	
5.	Audit Committee Effectiveness (Skills Audit) and Independent Member update	26 <sup>th</sup> June 2024	Audit Manager	
1.	Members Training Session	14 <sup>th</sup> August 2024	Zurich/ Executive Director Finance	
1.	Regulatory Investigatory Powers Act 2000 (RIPA) Annual Update	25 <sup>th</sup> September 2024	Assistant Director, Partnerships	
2.	Modern Slavery and Human Trafficking Statement	25 <sup>th</sup> September 2024	Assistant Director – Partnerships	
3.	Local Government Ombudsman’s Annual Review and Report 2023/24	25 <sup>th</sup> September 2024	Assistant Director – People	
4.	Internal Audit Quarterly Update Q1	25 <sup>th</sup> September 2024	Audit Manager	

5.	<b>Financial Waivers to 30th June 2024</b>	<b>25<sup>th</sup> September 2024</b>	<b>Assistant Director – Finance</b>	
6.	<b>Risk Management Quarterly Update</b>	<b>25<sup>th</sup> September 2024</b>	<b>Assistant Director – Finance</b>	
7.	<b>Annual Report on The Treasury Management Service and Actual Prudential Indicators 2023/24</b>	<b>25<sup>th</sup> September 2024</b>	<b>Executive Director Finance</b>	
8.	<b>Audit &amp; Governance Committee update</b>	<b>25<sup>th</sup> September 2024</b>	<b>Azets</b>	
9.	<b>Private meeting of Internal and External Auditors and Committee members</b>	<b>25<sup>th</sup> September 2024</b>		