

Audit & Governance Committee

Work Programme 2020/21 – DRAFT

[NB: This is a working document and is subject to amendment]

14 January 2020	
Topic	Lead Officer
Capital Strategy	Bob Palmer, Interim Head of Strategic Finance
Treasury Management Strategy 2020-21	Bob Palmer, Interim Head of Strategic Finance
Draft Corporate Plan 2020/21	Ben Wood, Head of Communications and Policy
Budget and Medium Term Financial Plan 2020/21 – 2023/24	Bob Palmer, Interim Head of Strategic Finance
Annual Audit Letter	Suresh Patel, Ernst Young
Shared Internal Audit Service (SIAS)	Simon Martin, Client Audit Manager (HCC)
Shared Anti-Fraud Service (SAFS)	Nick Jennings Head of Service SAFs (HCC)
Draft Work Programme	Lorraine Blackburn, Scrutiny Office

17 March 2020	
Topic	Lead Officer
External Auditor 2018-19 Audit Plan	Suresh Patel (EY)
Shared Anti-Fraud Service (SAFS) with draft plan for 2019/20 for approval	Nick Jennings Head of Service SAFs (HCC)
Shared Internal Audit Plan (SIAS) 2019/20	Simon Martin, Client Audit Manager (HCC)
Shared Internal Audit Service (SIAS) Audit Plan Update	Simon Martin, Client Audit Manager (HCC)
Quarterly Corporate Budget Monitor - Quarter 3 December 2019	Bob Palmer Interim Head of Strategic Finance
Implementation of Annual Governance Statement	Bob Palmer, Interim Head of Strategic Finance
Annual Review of Risk Management	Bob Palmer Interim Head of

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17 March 2020	
Topic	Lead Officer
Strategy	Strategic Finance and Bob Palmer /Graham Mully Insurance Risk Advisor
Annual Risk Report	Bob Palmer Interim Head of Strategic Finance and Graham Mully Insurance Risk Advisor
Draft Work Programme	Lorraine Blackburn, Scrutiny Officer
19 May 2020	
Topic	Lead Officer
Insurance Options Report – Procurement of next long term contract	Interim Head of Strategic Finance and Bob Palmer / Insurance and Business Risk Advisor
SIAS Internal Audit Plan Report 2020/21	Simon Martin, Client Audit Manager
SIAS Progress Report	Simon Martin, Client Audit Manager
SAFs	2019/20 Annual Fraud Report and Progress with Delivery Plan
Risk Management Strategy – Annual Review	Graham Mully, Insurance Risk Advisor
Strategic Risk Register – Annual Review	Graham Mully, Insurance Risk Advisor
External Auditor 2019/20 Audit Plan	Suresh Patel, Ernst Young
Annual Governance Statement	Bob Palmer, Interim Head of

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17 March 2020	
Topic	Lead Officer
	Strategic Finance and Property
Quarterly Corporate Budget Monitoring	Bob Palmer, Interim Head of Strategic Finance and Property
Work programme	Lorraine Blackburn, Scrutiny Officer

28 July 2020	
Topic	Lead Officer
General Fund Revenue and Capital Outturn	Bob Palmer, Interim Head of Strategic Finance and Property
Cyber Risks	Simon Russell, ICT Strategic Partnership Manager
External Audit Fees	Suresh Patel, Ernst Young
SIAS Update	Simon Martin, Client Audit Manager (SIAS)
SAFs Update	Nick Jennings, Head of Service (SAFs)
Annual Accounts 2019/20	Bob Palmer, Interim Head of Strategic Finance and Property
Annual Governance Statement	Bob Palmer, Interim Head of Strategic Finance and Property
Work Programme	Lorraine Blackburn, Scrutiny Officer

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22 September 2020	
Topic	Lead Officer
Code of Conduct Review	James Ellis, Head of Legal and Democratic Services
External Audit Fees	Suresh Patel, Ernst Young
SIAS Update	Simon Martin, Client Audit Manager (SIAS)
SAFs Update	Nick Jennings, Head of Service (SAFs)
Work Programme	Lorraine Blackburn, Scrutiny Officer

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Other items/notes:

- **Corporate Budget Monitoring Report** (formerly the Financial Health Check reports) will be provided quarterly.
The dates for the quarterly Corporate Budget Monitoring reports to go to A&G:
 - Quarter 3 (2019/20) – March 2020
 - Outturn (full year 2019/20) – July 2020
 - Quarter 1 (April – June 2020) – September 2020
 - Quarter 2 (July – September 2020) - November 2020
 - Quarter 3 (October – December 2020) – March 2021
- **Complaints lodged with the Monitoring Officer** (Head of Democratic and Legal Support Services). When there are updates.
- **Changes to Constitution Review Update** (Head of Democratic and Legal Support Services): When there are updates.
- **Shared Anti-Fraud Service Report (SAFS)**. At every meeting.
- **Shared Internal Audit Service (SIAS)**. At every meeting.

DATE OF MEETING	REPORT DEADLINE (midday)
28 July 2020	15 July 2020
22 September 2020	9 September 2020
17 November 2020	4 November 2020
12 January 2021	23 December 2020
16 March 2021	3 March 2021