

## Governance and Audit Workplan to May 2020

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### Purpose:

This report provides details of reports scheduled for committee for the 2019/20 electoral cycle.

### Recommendation:

1. That members note the report.

Date	Title	Lead Officer	Purpose of the report
<b>23 JULY 2019</b>			
23 Jul 2019	Annual Governance Statement 2018/19	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To present the Council's Annual Governance Statement and Action Plan for 2018/19
23 Jul 2019	Annual Voice of the Customer Report 2018/19	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback from the year 2018/19 and analyse customer contact data to give a clear view of the voice of the customer
23 Jul 2019	Audited Statement of Accounts	Caroline Capon, Corporate Finance Team Leader	
23 Jul 2019	EXTERNAL AUDIT REPORT - ISA 260	Tracey Bircumshaw, Strategic Finance and Business Support Manager	External Auditor, Mazars will present their ISA260 report relating to our Statement of Accounts 2018/19
23 Jul 2019	Internal Audit Q1 19/20	James Welbourn, Democratic and Civic Officer	To present the update for quarter 1 to G and A committee
<b>15 OCTOBER 2019</b>			
15 Oct 2019	Annual Audit Letter 2018/19	Caroline Capon, Corporate Finance Team Leader	To review the Annual Audit Letter which summarises the audit work for the 2018/19 financial year

15 Oct 2019	Annual Fraud Report 2018/19	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To present details of the work undertaken in countering fraud and to report on any instances of fraud identified
15 Oct 2019	Internal Audit Q2 19/20	James Welbourn, Democratic and Civic Officer	To present the update for quarter 2 to G and A committee
15 Oct 2019	Local Government Ombudsman Annual Review Letter 2018/19	Natalie Kostiuk, Customer Experience Officer	Report on the LGO Annual Review Letter 2019. Covering complaints to the LGO for the 2018-2019 period. Examining upheld complaints and benchmarking/trends.
15 Oct 2019	Member Development - Annual Report	Alan Robinson, Strategic Lead Governance and People/Monitoring Officer	To demonstrate progress of Member Development over the previous 12 months and to set out proposals for the coming year.
<b>14 JANUARY 2020</b>			
14 Jan 2020	Certification of Grants and Returns	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To present the outcome of the External Audit of Grant Claims and returns
14 Jan 2020	Draft Treasury Management Strategy	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To provide members with the opportunity to review the Strategy and to provide assurance prior to recommending to Council for approval.
14 Jan 2020	Internal Audit Draft Annual Plan Report 2020/21	James Welbourn, Democratic and Civic Officer	To present to members the draft annual internal audit plan based on assurance mapping and risk assessments across the Council's critical services.
14 Jan 2020	Internal Audit Q3 19/20	James Welbourn, Democratic and Civic Officer	To present the update for quarter 3 to G and A committee
<b>10 MARCH 2020</b>			
10 Mar 2020	Accounts Closedown 2019/20 - Accounting Matters	Caroline Capon, Corporate Finance Team	To review and approve the accounting policies actuary assumptions and materiality levels that will be used for

Leader

the preparation of the 2018/19 accounts.  
For the External Auditor to explain the process of the  
External Audit of the Statement of Accounts and  
approach to the Value for Money Audit 2018/19.

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10 Mar 2020 Internal Audit Charter

James Welbourn,  
Democratic and Civic  
Officer

IA Charter for 20/21

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**14 APRIL 2020**

14 Apr 2020 Internal Audit Q4 19/20

James Welbourn,  
Democratic and Civic  
Officer

To present the update for quarter 4 to G and A  
committee

14 Apr 2020 Annual Constitution Review

Katie Coughlan, Senior  
Democratic & Civic Officer

Annual review ahead of annual council in 2020

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