

APPENDIX A

GOVERNANCE AND AUDIT – CALENDAR OF WORK PROGRAMME ITEMS 2015/16

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
25 June 2015	Annual Report (report on the past year) 2014-15	Internal Audit	Internal Audit opinion to support draft Annual Governance Statement Mandatory	Annual
	Internal Audit – Audit Plan Progress Report	Internal Audit	To update Committee on progress of the plan. Not mandatory, but part of Governance role.	Quarterly
	Draft Annual Governance Statement 14-15	Section 151 Officer	Approval Mandatory	Annual
	Pre-Audit 14-15 Financial Statements	Section 151 Officer	To approve financial statements prior to release to External Audit Mandatory	Annual
	Annual Treasury Management Review 14/15	Section 151 Officer	To comply with Treasury Management Strategy Mandatory	Annual
	Fraud Report 2014-15	Section 151 Officer	Part of Governance role – not mandatory	Annual
24 September 2015	ISO 260 Report 14/15 (previously know as Annual Governance report)	External Audit	Mandatory report to those charged with Governance	Annual
	Internal Audit – Audit Plan Progress Report	Internal Audit	To update Committee on progress of the plan Not mandatory, but part of Governance role.	Quarterly
	Approval of Annual Governance Statement, for inclusion with the Council's published financial statements, and approval of the audited 14/15 financial statements	Section 151 Officer	Mandatory – approval required	Annual

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
	Governance and Audit Committee Self Assessment	Finance Manager	For confirmation. Good practice.	Annual
	Business Continuity Update Report (report by exception)	Riana Rudland	Part of Governance role – not mandatory	To each meeting
	Risk Management Update Report (report by exception)	Chris Dean	Part of Governance role – not mandatory	To each meeting
Early to mid December 2015	Special meeting – HRA Draft Estimates and Business Plan	Section 151 Officer	Delegated duty to review HRA Estimates Not a statutory requirement.	Annual
3 December 2015	SHDC Annual Audit Letter 2014/15	External Audit	Mandatory/Constitutional requirement To approve audit fees	Annually
	Internal Audit – Audit Plan Progress Report	Internal Audit	To update Committee on progress of the plan. Not mandatory, but part of Governance role.	Quarterly
	Mid Term Treasury Report 15/16	Section 151 Officer	To comply with Treasury Management Strategy, reporting requirements.	Half Yearly
	Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 16/17	Section 151 Officer	Mandatory requirement. To review Treasury Management Strategy and approve Prudential Indicators.	Annual
	Business Continuity Update Report (report by exception)	Riana Rudland	Part of Governance role – not mandatory	To each meeting.
	Risk Management Update Report (report by exception)	Chris Dean	Part of Governance role – not mandatory	To each meeting
3 March 2016	Audit Plan	External Audit	External Audit Plan – Mandatory Approval	Annual
	Grant Claims 2014/15	External Audit	External Audit Certification of Grant Claims – Mandatory Approval	Annual
	Internal Audit – Audit Plan Progress Report	Internal Audit	To update Committee on progress of the plan. Not mandatory, but part of	Quarterly

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
			Governance role.	
	Internal Audit Plan (plan for the year ahead)	Internal Audit	Annual Internal Audit Workplan – Mandatory Approval	Annual
	Audit Mandatory Enquiries	Section 151 Officer	To confirm the response of the external audit mandatory enquiries. External auditors are required to obtain an understanding on how those charged with governance exercise oversight of management's processes in relation to fraud, laws and regulations and going concerns. Good Practice	Annual
	Business Continuity Update Report (report by exception)	Riana Rudland	Part of Governance role – not mandatory	To each meeting
	Risk Management Update Report (report by exception)	Chris Dean	Part of Governance role – not mandatory	To each meeting
At the end of each municipal year, liaise with S151 Officer to programme regular items in the Work Programme for the next year				