

**APPENDIX A**

**GOVERNANCE AND AUDIT – CALENDAR OF WORK PROGRAMME ITEMS 2020/21**

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
<b>14 January 2021</b>	Grant Claims 19/20	Sharon Hammond	External Audit Certification of Grant Claims – Mandatory Approval	Annual
	Internal Audit – Audit Plan Progress Report 2020-21	Internal Audit	To update Committee on progress of the plan. Not mandatory but part of Governance role.	To each meeting
	Follow up report on Internal Audit recommendations	Internal Audit	Not mandatory, but part of Governance role.	To each meeting.
	Governance and Audit Committee Self Assessment	Internal Audit	For confirmation. Good practice.	Annual
	Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2021/22	Section 151 Officer	Mandatory requirement. To review Treasury Management Strategy and approve Prudential Indicators.	Annual
<b>11 March 2021</b>	Audit Plan	External Audit (Ernst & Young)	External Audit Plan – Mandatory Approval	Annual
	SHDC Annual Audit Letter 2019/20	External Audit (Ernst & Young)	Mandatory/Consultation requirement. To approve audit fees.	Annual
	Internal Audit – Audit Plan Progress Report 2019-20	Internal Audit	To update Committee on progress of the plan. Not mandatory, but part of Governance role.	To each meeting

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
	Strategic and Annual Internal Audit Plan 2021/22	Internal Audit	Annual Internal Audit Workplan - Mandatory approval	Annual
	Follow up report on Internal Audit recommendations	Internal Audit	Not mandatory, but part of Governance role.	To each meeting
	Financial Statements 2020/21 Accounting Policies	Section 151 Officer	Not mandatory, but good practice.	Annual
	Q3 2020-21 Risk Report	Ross Bangs/Corey Gooch	Part of Governance role – not mandatory	To each meeting
	Training requirements – consideration to be given training requirements for the Committee			
<b>20 May 2021</b>	Q4 2020-21 Risk Report	Ross Bangs/Corey Gooch	Part of Governance role – not mandatory	To each meeting

The following item to be added to the Committee’s Work Programme on an ad hoc basis, where there is information to report:

- The Head of Internal Audit to present a performance report detailing levels and types of fraud.
- External Audit (Ernst & Young) – Local Government Audit Committee Briefings are produced quarterly. Where its publication coincides with a meeting, it will be added to the agenda for that meeting. If not, it will be circulated outside of the meeting to members of the Committee.