

APPENDIX A

GOVERNANCE AND AUDIT – CALENDAR OF WORK PROGRAMME ITEMS

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
25 September 2014	ISA 260 Report (previously know as the 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
	Annual Governance Statement	Section 151 Officer	Mandatory – approval required	Annual
	Statement of Accounts (Formal Approval)	Section 151 Officer	Mandatory – approval required	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)	James Edwards	Part of Governance role – not mandatory	To each meeting
November/December 2014	Special meeting – HRA Draft Estimates and Business Plan	Section 151 Officer	Delegated duty to review HRA Estimates. Not statutory requirement	Annual
18 December 2014	Annual Audit Letter	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
	Treasury Management Half-Yearly Performance Update	Section 151 Officer	To comply with Treasury Management Strategy, reporting requirements	Half Yearly
	Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy	Section 151 Officer	Mandatory requirement. To review Treasury Management Strategy and approve Prudential	Annual

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
	(SEAN HOWSAM TO ATTEND)		Indicators.	
	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)	James Edwards	Part of Governance role – not mandatory	To each meeting
10 March 2015	Audit Plan	External Audit	External Audit Plan – Mandatory Approval	Annual
	Grant Claims 2013/14	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 Governance role.	Quarterly
	Internal Audit Plan (plan for the year ahead)	Internal Audit	Annual Internal Audit Workplan – Mandatory Approval	Annual
	2013/14 Accounts – Accounting Code of Practice update, accounting policies, significant estimates and critical judgements to be used in the preparation of the Council's 2013/14 Statement of Accounts	Section 151 Officer	Approval of accounting policies prior to preparation of financial statements – 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)	James Edwards	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				