

APPENDIX A

GOVERNANCE AND AUDIT – CALENDAR OF WORK PROGRAMME ITEMS

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
18 December 2014	HRA Draft Estimates and Business Plan	Section 151 Officer	Delegated duty to review HRA Estimates. Not statutory requirement	Annual
	Annual Audit Letter	External Audit	Mandatory/Constitutional requirement. To approve audit fees.	Annually
	Progress Report	External Audit	Added by KPMG November 2014 for December meeting	Ad hoc
	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	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 2015/16	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) Quarter 2 Risk Report	Christopher Dean	Part of Governance role – not mandatory	To each meeting
	Governance and Audit Committee Self Assessment	Finance Manager	For confirmation. Self Assessment undertaken by Committee in September	

Date of Meeting	Agenda item	Author	Purpose and whether mandatory	Frequency
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)	Christopher 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				