



## **AUDIT & GOVERNANCE COMMITTEE**

### **FORWARD WORK PROGRAMME**

**21 September 2017**

Contact Officer:	Marion Pryor, Head of Internal Audit & Risk
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Date	Subject	Responsible Officer (including e-mail address)
<b>21 September 2017</b> <b>5 December 2017</b> <b>13 February 2018</b>	<b>Internal Audit Update</b> <ul style="list-style-type: none"> <li>An update on Internal Audit's latest progress in terms of its service delivery, assurance provision, reviews completed, performance and effectiveness in driving improvement.</li> </ul>	<b>Head of Internal Audit &amp; Risk</b> <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a>
<b>21 September 2017</b> <b>5 December 2017</b> <b>13 February 2018</b>	<b>External Audit Progress Report</b> <ul style="list-style-type: none"> <li>An update on External Audit's work: <ul style="list-style-type: none"> <li>Performance Audit</li> <li>Financial Audit</li> </ul> </li> </ul>	<b>Performance Audit Lead – Wales Audit Office</b> <a href="mailto:Gwilym.bury@audit.wales">Gwilym.bury@audit.wales</a>  <b>Financial Audit Manager – Deloittes</b> <a href="mailto:cedge@deloitte.co.uk">cedge@deloitte.co.uk</a>
<b>21 September 2017</b>	<b>Outstanding Internal Audit Recommendations</b> <ul style="list-style-type: none"> <li>A report of all outstanding internal audit recommendations</li> </ul>	<b>Head of Internal Audit &amp; Risk</b> <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a>
<b>21 September 2017</b>	<b>Internal Audit Charter</b> <ul style="list-style-type: none"> <li>The Internal Audit Charter will be updated to reflect the new arrangements for the chief audit executive and the additional responsibilities of the post and submitted to the Committee for approval</li> </ul>	<b>Head of Internal Audit &amp; Risk</b> <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a>
<b>21 September 2017</b> <b>13 February 2017</b>	<b>Corporate Risk Register</b> <ul style="list-style-type: none"> <li>In accordance with its terms of reference, the Audit and Governance Committee is required to review the Corporate Risk Register and, where appropriate, request a response from management on actions to manage risks.</li> </ul>	<b>Insurance &amp; Risk Manager</b> <a href="mailto:JulieJones@ynysmon.gov.uk">JulieJones@ynysmon.gov.uk</a>

Date	Subject	Responsible Officer (including e-mail address)
21 September 2017	<b>Final Update on ICT Disaster Recovery</b> <ul style="list-style-type: none"> <li>ICT Service and Performance Management Manager to provide a final update on ICT Disaster Recovery to enable the Committee to be satisfied that the residual actions have been completed</li> </ul>	<b>ICT Service and Performance Management Manager</b> <a href="mailto:LeeEvans@ynysmon.gov.uk">LeeEvans@ynysmon.gov.uk</a>
21 September 2017 13 February 2018	<b>Progress made on External Regulatory Reports</b> <ul style="list-style-type: none"> <li>The Audit and Governance Committee is requested to consider the progress made on External Regulatory Reports, which are directly related to the issues of governance or the management of risk within the Council.</li> </ul>	<b>Programme, Business Planning &amp; Performance Manager</b> <a href="mailto:GethinMorgan@ynysmon.gov.uk">GethinMorgan@ynysmon.gov.uk</a>
21 September 2017	<b>Operational changes to the investigation of Council Tax Relief Scheme fraud</b> <ul style="list-style-type: none"> <li>A report detailing the operational changes to the investigation of Council Tax Relief Scheme fraud, and the impact on the Internal Audit team and the Revenues and Benefits Section</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>
21 September 2017	<b>Report of the Head of Function (Resources) regarding the Annual Finance and Governance Report 2016/17</b> The Audit and Governance Committee is charged with approving the accounts on behalf of the Council. The Audit and Governance Committee is therefore required to: <ul style="list-style-type: none"> <li>approve the Annual Finance and Governance Report 2016/17, including the Statement of Accounts 2016/17,</li> <li>receive the Appointed Auditor's report on the accounts and the ISA 260, and to</li> <li>approve the Final Letter of Representation.</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>

Date	Subject	Responsible Officer (including e-mail address)
5 December 2017	<b>Review of the Risk Management Strategy and Framework</b> <ul style="list-style-type: none"> <li>In accordance with its terms of reference, the Audit and Governance Committee is required to keep under review the Risk Management Strategy for the Council.</li> </ul>	<b>Insurance &amp; Risk Manager</b> <a href="mailto:JulieJones@ynysmon.gov.uk">JulieJones@ynysmon.gov.uk</a>
5 December 2017	<b>Mid-year Report on Treasury Management for 2017/18</b> <ul style="list-style-type: none"> <li>CIPFA's Treasury Management Practice Reporting requirements and management information arrangements recommend that local authorities should, as a minimum, report the treasury management position mid-year. The Committee is requested to note the current position on investments and borrowing.</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>
5 December 2017	<b>Review of the Audit and Governance Committee's Terms of Reference</b> <ul style="list-style-type: none"> <li>The Audit and Governance Committee should periodically review its terms of reference for appropriateness, with consideration given to sector guidance and the needs of the Council.</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>
13 February 2018	<b>Internal Audit Strategy and Annual Plan 2018/19</b> <ul style="list-style-type: none"> <li>The Public Sector Internal Audit Standards 2017 requires the chief audit executive to present the Internal Audit Strategy and Annual Plan to the Audit and Governance Committee for approval.</li> </ul>	<b>Head of Internal Audit &amp; Risk</b> <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a>

Date	Subject	Responsible Officer (including e-mail address)
13 February 2018	<b>Treasury Management Strategy 2018/19 and Actual Prudential Indicators for 2018/19</b> <ul style="list-style-type: none"> <li>CIPFA's Treasury Management Practice Reporting requirements and management information arrangements recommend that local authorities should, as a minimum, report annually on their treasury management strategy and plan, before the start of the year.</li> <li>The report will cover the actual Prudential Indicators for 2018/19 in accordance with the requirements of the Prudential Code.</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>

#### Future Items

Date	Subject	Responsible Officer (including e-mail address)
April 2018	<b>Annual Report of the Audit &amp; Governance Committee – Chair's Report</b> <ul style="list-style-type: none"> <li>The Committee are asked to approve the Chair's Report for submission to full Council</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>
June 2018	<b>Draft Report of the Head of Function (Resources) / S151 Officer regarding the Annual Finance and Governance Statement 2017/18</b> <ul style="list-style-type: none"> <li>The Audit and Governance Committee is requested to comment on the content of the draft Annual Finance and Governance Report 2017/18 and contribute to the evaluations, conclusions and recommendations proposed to further develop or strengthen elements of the Council's governance arrangements during 2018/19.</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>  <b>Programme, Business Planning &amp; Performance Manager</b> <a href="mailto:GethinMorgan@ynysmon.gov.uk">GethinMorgan@ynysmon.gov.uk</a>

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<b>June 2018</b>	<b>Internal Audit Annual Report 2017/18</b> <ul style="list-style-type: none"> <li>• The Public Sector Internal Audit Standards requires the chief audit executive to deliver an annual internal audit opinion and report that can be used by the Council to inform its governance statement. The annual internal audit opinion must conclude on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.</li> <li>• The Committee is asked to note the report from the Head of Internal Audit &amp; Risk on the conclusion of the internal audit work carried out during 2017/18.</li> </ul>	<b>Head of Internal Audit &amp; Risk</b> <a href="mailto:MarionPryor@ynysmon.gov.uk">MarionPryor@ynysmon.gov.uk</a>
<b>July 2018</b>	<b>Annual Treasury Management Report 2017/18</b> <ul style="list-style-type: none"> <li>• The annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity for 2017/18.</li> </ul>	<b>Head of Function (Resources) / S151 Officer</b> <a href="mailto:MarcJones@ynysmon.gov.uk">MarcJones@ynysmon.gov.uk</a>