Appendix 1

CORPORATE GOVERNANCE AND AUDIT COMMITTEE
DRAFT WORK PROGRAMME

22nd November 2019		
Annual Audit Letter	To receive the Annual Audit letter from the External Auditor	Victoria Bradshaw Chief Officer (Financial Services)
Applications Portfolio Programme	To receive an update on the Access 2003 project	Louise Whitworth Head of Information Management and Governance
Customer Contact and Satisfaction Annual Report	To receive the annual assurance report concerning customer contact and satisfaction	Lee Hemsworth Chief Officer (Customer Access)
Internal Audit Update Report	To receive an update report on Internal Audit's work.	Sonya McDonald Head of Audit
Planning Enforcement and Delegation Arrangements	Further to the receipt of the Annual Decision Making Assurance report in June 2019, to receive a report proving assurance around the arrangements in place for Members to refer planning applications to Plans Panel for determination and the Governance arrangements for enforcement proceedings	David Feeny Chief Planning Officer

27th January 2020		
Certification of Housing Benefit Grant Claims and Returns	To receive a report from the External Auditor certifying housing benefit Grant claims and returns.	Victoria Bradshaw Chief Officer (Financial Services)
Applications Portfolio Programme	To receive an update on the outcome of the Access 2003 project	Louise Whitworth Head of Information Management and Governance
External Audit Plan	To receive a report from the External Auditor presenting the external audit plan	Victoria Bradshaw Chief Officer (Financial Services)
Customer Contact and Satisfaction Annual Report	To receive the annual assurance report concerning customer contact and satisfaction	Lee Hemsworth Chief Officer (Customer Access)
Annual Business Continuity Report	To receive the annual assurance report concerning the Council's Business Continuity arrangements.	Mariana Pexton (Chief Officer Strategy and Improvement)
Internal Audit Update Report	To receive an update report on Internal Audit's work.	Sonya McDonald Head of Audit

16th March 2020		
Internal Audit Plan	To receive a report seeking views on the Internal Audit Plan	Sonya McDonald Head of Audit
Internal Audit Update Report	To receive an update report on Internal Audit's work.	Sonya McDonald Head of Audit
Annual Assurance Report on the Procurement, Policies and Practices	To receive the annual assurance report concerning Procurement, Policies and Practices	Victoria Bradshaw Chief Officer (Financial Services)
Annual Financial Management	To receive the annual assurance report concerning Financial Planning and Management Arrangements at the Council	Victoria Bradshaw Chief Officer (Financial Services))
Treasury Management Annual Report	To receive the Treasury Management Report providing assurance on the processes used by the department	Victoria Bradshaw Chief Officer (Financial Services)
Information Governance Annual Report	To receive an annual Assurance report on the Council's Information Governance arrangements.	Louise Whitworth, Head of Information Management and Governance
Draft Annual Report of the Committee	To receive and approve a draft annual report from the committee for presentation by the Chair at Full Council	Andy Hodson Head of Democratic Services