CORPORATE GOVERNANCE AND AUDIT COMMITTEE – WORK PROGRAMME 2020-21

	Agenda	Purpose	
10:00am Monday 29th June 2020			
1	Internal audit update report	To receive the update report from the Head of Internal Audit. This is a regular item	COFS Louise Booth
2	External Audit progress report	To receive the update report from the external auditor. This is a regular item	Grant Thornton
3	Draft statement of accounts	To receive the 2019/20 Statement of Accounts following them being made available for public inspection.	COFS Richard Ellis / Mary Hasnip
4	Interim annual governance statement	To receive a report setting out the Interim Annual Governance Statement for comment.	CS Kate Sadler
5	Annual assurance report on executive decision making arrangements	To receive the annual assurance report concerning the Council's decision making arrangements in relations to executive decision making.	CS Kate Sadler
6	Annual assurance report on corporate procurement policies and practices	To receive the annual assurance report concerning procurement, policies and practices	DRH Kieron Dennet / Dean Backhouse
7	Update assurance report on corporate risk management arrangements	To receive an update report relating to the council's corporate risk management arrangements.	DRH Coral Main
8	Applications Portfolio Programme – Update on Access Project	To receive an update report in relation to progress on the access project.	DRH Dylan Roberts / Louise Whitworth
10:00am Monday 27th July 2020			
1	Internal audit annual report and opinion	To receive the report setting out the annual audit report and opinion of the Head of Internal Audit. To receive assurance in relation to the arrangements for RIPA.	COFS Louise Booth
2	Audited accounts & audit report	To receive the audit report of the external auditor	Grant Thornton
3	Annual Governance Statement	To receive and approve the Annual Governance Statement.	CS Kate Sadler

	Agenda	Purpose	
Monday 10:00am 21st Sept 2020			
1	Annual Audit letter and update report	To receive the annual audit letter from the external auditor	Grant Thornton
2	Internal audit update report	To receive the update report from the Head of Internal Audit. This is a regular item	COFS Louise Booth
3	Annual assurance report on planning regulation and enforcement arrangements	To receive the annual assurance report concerning the Council's arrangements in relation planning regulation and enforcement	DCD Dave Feeney / Helen Cerroti
4	Annual assurance report on employment policies and procedures and employee conduct	To receive the annual assurance report relating to governance arrangements for employment policy and procedure and employee conduct.	DRH Andy Dodman / Helen Fallows
5	Applications Portfolio Programme – Update on Access Project	To receive an update report in relation to progress on the access project.	DRH Dylan Roberts / Louise Whitworth
10:00am Monday 14th Dec 2020			
1	External Audit update report	To receive the update report from the external auditor. This is a regular item	Grant Thornton
2	Internal audit update report	To receive the update report from the Head of Internal Audit. This is a regular item	COFS Louise Booth
3	Annual report on corporate risk management arrangements	To receive an update to the annual assurance report relating to the council's corporate risk management arrangements.	DRH Coral Main
4	Annual assurance report on corporate business continuity arrangements	To receive the annual assurance report concerning the Council's business continuity arrangements.	DRH Coral Main / Nigel Street
5	Annual assurance report on corporate performance management arrangements	To receive the annual assurance report concerning the Council's performance management arrangements.	DRH Coral Main / Tim Rollet
6	Applications Portfolio Programme – Update on Access Project	To receive an update report in relation to progress on the access project.	DRH Dylan Roberts / Louise Whitworth

	Agenda	Purpose	
10:00am Monday 8th Feb 2020			
1	External audit plan and update report	To receive the proposed external audit plan and update report from the external auditor.	Grant Thornton
2	Internal audit update report	To receive the update report from the Head of Internal Audit. To receive an update on the operation of RIPA arrangements. This is a regular item	COFS Louise Booth
3	Annual customer contact and satisfaction report	To receive the annual assurance report concerning customer contact and satisfaction	DCE Lee Hemsworth
4	Annual information governance assurance report	To receive the annual assurance report on the council's information governance arrangements, including arrangements for discharge of the Caldicott guardian role	DRH Shona McFarlane / Louise Whitworth
5	Applications Portfolio Programme – Update on Access Project	To receive an update report in relation to progress on the access project.	DRH Dylan Roberts / Louise Whitworth
10:00am Monday 15th Mar 2020			
1	External Audit update report	To receive the update report from the external auditor. This is a regular item	Grant Thornton
2	Internal audit plan	To receive the annual report seeking views on the proposed internal audit plan	COFS Louise Booth
3	Annual financial management report	To receive the annual assurance report concerning financial planning and management arrangements at the council	COFS Richard Ellis / Mary Hasnip
4	Annual treasury management report	To receive the annual assurance report on treasury management systems and processes	COFS Bhupinder Chana /
5	Applications Portfolio Programme – Update on Access Project	To receive an update report in relation to progress on the access project.	DRH Dylan Roberts / Louise Whitworth
6	Draft Annual report of Committee to Council.	To receive a proposed draft annual report from the committee for presentation by the Chair at Full Council	CS Kate Sadler