

AUDIT & GOVERNANCE COMMITTEE WORK PROGRAMME 2022/23

2 December 2022 @ Huntingdonshire District Council

Item:	Title:	Purpose:	Lead:
Standard Items:			
	<input type="checkbox"/> Minutes <input type="checkbox"/> Chair's Announcements <input type="checkbox"/> Work Programme		
Improvement Items:			
a)	Improvement Plan Report: - to include Improvement Plan Highlight Report	Review and challenge to seek assurance of improvement progress	Angela Probert
b)	Performance Management Framework	Improvement Outcome E2 – Review of framework proposals	Chris Bolton/ Jodie Townsend
c)	Governance Framework	Improvement Outcomes B1, B2, B3, B4, B5, C2 – Progress review	Jodie Townsend/ Edwina Adefehinti
Internal Control Items:			
	Corporate Risk Register	Review of register	Chris Bolton
	Draft Financial Strategies	To review the annual finance strategies, including the Capital Strategy, Investment Strategy, Treasury Management Strategy and MRP Statement	Jon Alsop
	Subsidiary Companies	More detailed management response to Internal Audit of subsidiary companies	Edwina Adefehinti
	Draft Accounts – Draft Annual Governance Statement	To receive the draft CPCA financial statements for 2021/22 and the draft Annual Governance Statement	Jon Alsop
Audit Items:			
	Internal Audit Progress Report		RSM
Standards and Conduct Items:			
	None scheduled for this meeting		
Other:			
	Climate Change Working Group	At the meeting in March the Committee requested that a further update be brought in six months' time outlining progress against the Plan with a focus on the Governance process and how it was operating.	

AUDIT & GOVERNANCE COMMITTEE WORK PROGRAMME 2022/23

13 January 2023 @ Huntingdonshire District Council – Additional Meeting

Item:	Title:	Purpose:	Lead:
Special Meeting Content			
	This meeting will have only two agenda items; <i>Revisions to the Constitution</i> and the <i>Procurement Policy</i> . These need to be reviewed by the Committee before the reports go to the CA Board meeting on 25 January.		

27 January 2023 @ Huntingdonshire District Council

Item:	Title:	Purpose:	Lead:
Standard Items:			
	<input type="checkbox"/> Minutes <input type="checkbox"/> Chair's Announcements <input type="checkbox"/> Work Programme		
Improvement Items:			
	Improvement Plan Highlight Report	Review and challenge to seek assurance of improvement progress	Angela Probert
	Constitution Development Update	Update on Constitution development, links to improvement plan and next steps	Jodie Townsend/ Edwina Adefehinti
	Risk Management Process	Improvement Outcome E3 – Progress review and challenge	Chris Bolton
Internal Control Items:			
	Procurement Policy Review	Review of policy and its implementation	Edwina Adefehinti
	Corporate Risk Register	Review of register	Chris Bolton
Audit Items:			
	External Audit	To receive an update on the annual external audit from EY	Jon Alsop
	Internal Audit Progress Report		RSM
Standards and Conduct Items:			
	Code of Conduct	Review of proposals to enhance the Code of Conduct, including integrating the Member-Officer Protocol and developing a Social Media Protocol	Jodie Townsend/ Edwina Adefehinti
	Member Behaviour – Lessons Learned Review	The Committee to reflect on its role and seek improvements on how information is received and how the behaviour of members is overseen as part of a 'lessons learned' agenda item	Edwina Adefehinti

Other:			
	Climate Change Working Group	The Committee requested that a further update be brought in six months' time outlining progress against the Plan with a focus on the Governance process and how it was operating.	Adrian Cannard

AUDIT & GOVERNANCE COMMITTEE WORK PROGRAMME 2022/23

31 March 2023 @ Huntingdonshire District Council

Item:	Title:	Purpose:	Lead:
Standard Items:			
	<div><input type="checkbox"/> Minutes</div> <div><input type="checkbox"/> Chair’s Announcements</div> <div><input type="checkbox"/> Work Programme</div>		
Improvement Items:			
	Improvement Plan Highlight Report	Review and challenge to seek assurance of improvement progress	Angela Probert
	Assurance Framework	Receive new Assurance Framework document designed to deliver requirements set out in Improvement Plan	Jodie Townsend
Internal Control Items:			
	Corporate Risk Register	Review of register	Chris Bolton
	Information Governance	Update on CA approach and improvements	Edwina Adefehinti
	Annual Governance Statement	To receive and approve the final 2021/22 Annual Governance Statement	Jon Alsop/ Edwina Adefehinti
Audit Items:			
	Internal Audit Progress Report		
	External Audit Annual Report & Letter	To receive and approve the final 2022/23 statement of accounts and audit opinion from the external auditors	Jon Alsop
Standards and Conduct Items:			
	Whistleblowing Arrangements	Review of lessons learned from 2021/22 & 22/23 events and examination of current process to see if it is fit for purpose	Edwina Adefehinti
Other:			
	Review of Committee – How to develop Committee moving forward (including skills audit)		Anne Gardiner
	Annual Report of the Audit Committee		Anne Gardiner

AUDIT & GOVERNANCE COMMITTEE DEVELOPMENT PROGRAMME 2022/23

Date:	Item:	Provider:	Purpose:	Lead:
21 st November 2022	Risk Management Training	Internal Audit	To provide an overview on Risk Management to Members	Adam Lickorish, RSM
tbc	Financial Management and Role of the Committee	Arling Close (CPCA's treasury advisors)	To set out the role of the Committee in regard to financial management and provide training on key elements of role	Jon Alsop
Dec 2022	Hearing Panel Training	Edwina Adefehinti	To set out Hearings Panel purpose and operating procedures	Edwina Adefehinti
tbc	Project Management Training	Chris Bolton		Chris Bolton
tbc	Risk Appetite Training	Internal Audit		Adam Lickorish, RSM