

Report To: Corporate Governance Committee

Date of Meeting: 6 March 2019

Lead Member / Officer: Lisa Lovegrove, Chief Internal Auditor

Report Author: Lisa Lovegrove, Chief Internal Auditor

Title: **Forward Work Programme 2019-20**

1. What is the report about?

This report provides the proposed Forward Work Programme for 2019-20 to reflect the Corporate Governance Committee's terms of reference and the Chartered Institute of Public Finance and Accountancy's (CIPFA) Practical Guidance for Audit Committees.

2. What is the reason for making this report?

The forward work programme needed to be updated to reflect the CIPFA Practical Guidance for Audit Committee requirements and ensure that the schedule of agenda items covers all aspects of the committee's role and responsibilities as set out in its terms of reference.

3. What are the Recommendations?

The Committee reviews the proposed forward work programme for 2019-20, suggests any amendments and approves its adoption.

4. Report details

Appendix 1 includes a table showing the schedule of reports for the Corporate Governance Committee in 2019-20. This reflects the terms of reference for the Corporate Governance Committee which were recently updated to align with the CIPFA Practical Guidance for Audit Committees.

Key activities reflected in the work programme include:

- Satisfying itself that the Annual Governance Statement reflects the Council's arrangements and position
- Monitoring the effectiveness of the internal control environment and assurance obtained regarding its operation
- Consider the activities of risk management
- Ensuring Internal Audit is independent and effective
- Review the responsibilities of Internal Audit and ensure that it has the necessary resources to enable it to function in accordance with professional standards
- Review the internal audit strategy and receive reports on the results of internal audit work
- Review the Council's arrangements for managing the risk of fraud
- Reviewing the external auditor's (Wales Audit Office) annual audit plan and ensuring it is consistent with the scope of the audit engagements
- Reviewing the results of the external auditor's work

- Reviewing the financial statements and the external auditor's opinion on the statements
- Consider external audit and inspection recommendations and ensuring that these are fully responded to
- Reviewing and monitoring treasury management arrangements

If issues arise during the year, reports may be added to the Committee's agenda with the agreement of the Chair of Corporate Governance Committee.

5. How does the decision contribute to the Corporate Priorities?

Helps to ensure the Corporate Governance Committee achieves its terms of reference and provide adequate oversight of the Council's governance arrangements, internal control environment, risk management etc. so that the Council operates effectively.

6. What will it cost and how will it affect other services?

Not applicable - there is no cost attached to this report.

7. What are the main conclusions of the Well-being Impact Assessment?

This report does not require a decision or proposal for change, so there is no impact.

8. What consultations have been carried out with Scrutiny and others?

The forward work programme has been reviewed in consultation with the Monitoring Officer, Head of Finance/Section 151 Officer, Democratic Services Manager, Chair and Vice Chair of Corporate Governance Committee.

9. Chief Finance Officer Statement

There are no financial implications attached to this report.

10. What risks are there and is there anything we can do to reduce them?

The Corporate Governance Committee aims to meet the standards established by the Chartered Institute of Public Finance and Accountancy (CIPFA). The maintenance of a work programme which is consistency helps the Corporate Governance Committee ensure it achieves its terms of reference.

11. Power to make the Decision

Not applicable - there is no decision required with this report.