



COTSWOLD
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PLAN
1 OCTOBER 2023 – 30 MARCH 2024

Audit and Governance Committee

The Audit and Governance Committee responsible for monitoring the adequacy and effectiveness of the Council's governance arrangements. This includes overseeing the audit function, annual accounts and the work of the internal auditors, promoting and maintaining high standards of conduct of members and, through its Standards Hearings Sub-Committee, determining complaints that an elected member of the district council or a town or parish council within the district are has breached the code of conduct.

The Committee has the following powers under the Council's Constitution:

- The Committee has the right to require the attendance of any Council officers and/or members in order to respond directly to any issue under consideration;
- To review any issues referred to it by the Chief Executive, other statutory officer or any Council body; and
- The power to call expert witnesses from outside the Council to give advice on matters under review or discussion.

This work programme sets out the expected business for meetings of the Audit and Governance Committee.

Item	Meeting Date	Lead Officer
18 October 2023		
Draft 2022/23 Statement of Accounts	18 Oct 2023	Michelle Burge, Chief Accountant
QI Prudential Indicators (Treasury Management)	18 Oct 2023	Michelle Burge, Chief Accountant
Local Code of Corporate Governance	18 Oct 2023	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
Ombudsman Report 2022/23	18 Oct 2023	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
Internal Audit Progress Report	18 Oct 2023	Lucy Cater, Assistant Director, SWAP Internal Audit
30 November 2023		
Corporate Risk Register	30 Nov 2023	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
Treasury Management Mid-Year Report	30 Nov 2023	David Stanley, Deputy Chief Executive
Informing the Audit Risk Assessment	30 Nov 2023	Michelle Burge, Chief Accountant
Audit Plan 2022/23	30 Nov 2023	Michelle Burge, Chief Accountant
Counter Fraud and Enforcement Unit Update Report	30 Nov 2023	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit
Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy (review)	30 Nov 2023	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit

Item	Meeting Date	Lead Officer
25 January 2024		
Annual Treasury Management Strategy and Annual Non-Treasury Investment Strategy 2024/25	25 Jan 2024	Michelle Burge, Chief Accountant
Annual Capital Strategy 2024/25	25 Jan 2024	Michelle Burge, Chief Accountant
Risk Management Policy	25 Jan 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk
CyberSecurity Update	25 Jan 2024	John Chorlton, Business Manager for ICT
25 April 2024		
Statement of Accounts and Audit Opinion	25 Apr 2024	David Stanley, Deputy Chief Executive
Annual Governance Statement – Action Plan Update	25 Apr 2024	David Stanley, Deputy Chief Executive
Internal Audit Plan and Charter	25 Apr 2024	Lucy Cater, Assistant Director, SWAP Internal Audit
Internal Audit Progress Report	25 Apr 2024	Lucy Cater, Assistant Director, SWAP Internal Audit
CFEU Update Report (RIPA and IPA annual update)	25 Apr 2024	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit
Annual Standards Update	25 Apr 2024	Angela Claridge, Director of Governance and Development