



COTSWOLD
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PLAN
1 NOVEMBER 2023 – 29 FEBRUARY 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
30 November 2023		
Corporate Risk Register	30 Nov 2023	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk
Treasury Management Mid-Year Report	30 Nov 2023	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Counter Fraud and Enforcement Unit Update Report	30 Nov 2023	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
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 emma.cathcart@cotswold.gov.uk
Update on Member Training and Induction	30 Nov 2023	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk
25 January 2024		
Audit Plan 2022/23	30 Nov 2023	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Informing the Audit Risk Assessment	30 Nov 2023	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Annual Treasury Management Strategy and Annual Non-Treasury Investment Strategy 2024/25	25 Jan 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Annual Capital Strategy 2024/25	25 Jan 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Risk Management Policy	25 Jan 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk

CyberSecurity Update	25 Jan 2024	John Chorlton, Business Manager for ICT john.chorlton@publicagroup.uk
25 April 2024		
Statement of Accounts and Audit Opinion	25 Apr 2024	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Annual Governance Statement – Action Plan Update	25 Apr 2024	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Internal Audit Plan and Charter	25 Apr 2024	Lucy Cater, Assistant Director (SWAP) lucy.cater@publicagroup.uk
Internal Audit Progress Report	25 Apr 2024	Lucy Cater, Assistant Director (SWAP) lucy.cater@publicagroup.uk
CFEU Update Report (RIPA and IPA annual update)	25 Apr 2024	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Annual Standards Update	25 Apr 2024	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk