



COTSWOLD
DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE WORK PLAN
1 JULY 2024 – 31 MAY 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
23 July 2024		
Annual Standards Update	25 Apr 2024	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk
Internal Audit Annual Opinion	23 Jul 2024	Lucy Cater, Assistant Director (SWAP)

		lucy.cater@publicagroup.uk
Draft Annual Governance Statement	23 Jul 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Treasury Management Outturn	23 Jul 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
External Audit Plan 2023/24	23 Jul 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
24 October 2024		
Climate Change	25 Apr 2024	Chris Crookall-Fallon, Head of Climate Action chris.crookall-fallon@cotswold.gov.uk
Informing the Audit Risk Assessment 2023/24	23 Jul 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Internal Audit Progress Report	24 Oct 2024	Lucy Cater, Assistant Director (SWAP) lucy.cater@publicagroup.uk
QI Prudential Indicators (Treasury Management)	24 Oct 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Local Code of Corporate Governance	24 Oct 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk
Ombudsman Report 2023/24	24 Oct 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk
Counter Fraud and Enforcement Unit Update Report	24 Oct 2024	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
21 November 2024		
Treasury Management Mid-Year Report	21 Nov 2024	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk

External Auditors Annual report 2023/24	21 Nov 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Statement of Accounts and Audit Opinion	21 Nov 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Corporate Risk Register	21 Nov 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk
28 January 2025		
Risk Management Policy	25 Apr 2024	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk
Annual Treasury Management Strategy and Annual Non-Treasury Investment Strategy 2024/25	25 Jan 2024	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Cybersecurity Update	28 Jan 2025	John Chorlton, Business Manager for ICT john.chorlton@publicagroup.uk
Internal Audit Progress Report	28 Jan 2025	Lucy Cater, Assistant Director (SWAP) lucy.cater@publicagroup.uk
Annual Capital Strategy 2025/26	28 Jan 2025	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
29 April 2025		
Risk Management Policy	29 Apr 2025	Cheryl Sloan, Business Manager - Business Continuity, Governance and Risk cheryl.sloan@cotswold.gov.uk
Annual Governance Statement – Action Plan Update	29 Apr 2025	Michelle Burge, Chief Accountant michelle.burge@publicagroup.uk
Internal Audit Plan and Charter	29 Apr 2025	Lucy Cater, Assistant Director (SWAP) lucy.cater@publicagroup.uk
Internal Audit Progress Report	29 Apr 2025	Lucy Cater, Assistant Director (SWAP)

		lucy.cater@publicagroup.uk
CFEU Update Report (RIPA and IPA annual update)	29 Apr 2025	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Annual Standards Update	29 Apr 2025	Angela Claridge, Director of Governance and Development (Monitoring Officer) Angela.Claridge@Cotswold.gov.uk