

**SUBJECT: Governance & Audit Committee Work  
Programme in line with its Terms of Reference**

**DIRECTORATE: Resources**

**MEETING: Governance & Audit Committee**

**DATE: 26<sup>th</sup> January 2023**

**DIVISION/WARDS AFFECTED: All**

## **1. PURPOSE**

To receive, consider and comment on the proposed new format for the Governance & Audit Committee's forward work programme which aligns with its Terms of Reference.

## **2. RECOMMENDATION(S)**

That the Governance & Audit Committee approve the proposed new format for the Governance & Audit Committee's forward work programme which aligns with its Terms of Reference or suggest an alternative.

## **3. KEY ISSUES**

- 3.1 Members of the Governance & Audit Committee requested that its forward work programme be reviewed in line with its Terms of Reference so that there was a clearer line of sight as to why reports were being presented to them. They wanted to ensure the Committee was operating as effectively as possible, in line with legislation and good practice, and minimise any duplication with the work of the scrutiny committees.
- 3.2 The Governance & Audit Committee's Terms of Reference are set out in the Council's Constitution as agreed by full Council and have been determined by recent legislation; The Local Government (Wales) Measure 2011 and Local Government and Elections (Wales) Act 2021.
- 3.3 As per the Constitution, Section 21 The Governance & Audit Committee should:
  - Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.

- Review the financial statements, external auditor's opinion and reports to members, recommend the adoption of the financial statements by full Council and monitor management action in response to the issues raised by external audit.
- Maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations.
- Make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Governance and Audit Committee.

3.4 And then Section 10.2 it references the legislation (The Local Government (Wales) Measure 2011 as amended), which states:

A local authority must appoint a committee (a "governance and audit committee") to—

- (a) review and scrutinise the authority's financial affairs,
- (b) make reports and recommendations in relation to the authority's financial affairs,
- (c) review and assess the risk management, internal control, performance assessment and corporate governance arrangements of the authority,
- (d) make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- (e) review and assess the authority's ability to handle complaints effectively,
- (f) make reports and recommendations in relation to the authority's ability to handle complaints effectively,
- (g) oversee the authority's internal and external audit arrangements, and
- (f) review the financial statements prepared by the authority.

3.5 The Committee's forward work programme has therefore been reviewed and updated to link the report it receives to its Terms of Reference. This is shown at Appendix 1. A different format of showing the same information has also been included at Appendix 2.

## **4. REASONS**

4.1 The Governance & Audit Committee is a key mechanism for demonstrating good and effective governance throughout Monmouthshire Council. Aligning its forward work programme with its Terms of Reference helps members to better understand their role on this Committee and enables them to focus on their key responsibilities.

**5. RESOURCE IMPLICATIONS**

None.

**6. CONSULTEES**

Deputy Chief Executive

**Results of Consultation:**

N/A

**7. BACKGROUND PAPERS**

Monmouthshire CC Constitution  
The Local Government (Wales) Measure 2011  
Local Government and Elections (Wales) Act 2021

**8. AUTHORS AND CONTACT DETAILS**

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## Governance & Audit Committee January 2023

### APPENDIX 1

Governance & Audit Committee forward work programme linked to its Terms of Reference 2022/23

GOVERNANCE & AUDIT COMMITTEE TERMS OF REFERENCE	20-Jun-22	14-Jul-22	08-Sep-22	13-Oct-22	24-Nov-22	26-Jan-23	16-Feb-23	30-Mar-23
Review and scrutinise the authority's financial affairs and make reports and recommendations in relation to them								
<ul style="list-style-type: none"> <li>• Review the financial statements prepared by the authority</li> <li>• To receive and approve the Council's Annual Statement of</li> </ul>		2021/22 MCC Statement of Accounts – verbal update  Draft Statement of Accounts 2021/22 - Charitable Trust Funds  2021/22 Treasury Outturn Report	2021/22 MCC Statement of Accounts		2022/23 Mid Year Treasury Management update	2021/22 MCC Statement of Accounts – final  2021/22 WCF/Mon Farm Statement Of Accounts - Final	2023/24 Capital Strategy and Treasury Strategy  Assessment of the Robustness of the budget process and adequacy of reserves	

Accounts in accordance with the Accounts and Audit Regulations								
<p>Review and assess the risk management, internal control, performance assessment and corporate governance arrangements of the authority and make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements</p> <ul style="list-style-type: none"> <li>To consider the draft annual self-assessment</li> </ul>	<p>Freedom of Information (FOI) &amp; Data Protection Act (DPA) Breaches &amp; Data Subject Access Request (DSARs) report</p> <p>Self Assessment Process</p> <p>Annual Governance Statement review 2021-22</p>	<p>Governance &amp; Audit Committee Annual Report</p> <p>Draft self assessment report 2021/22</p>	<p>Whole Authority Strategic Risk Assessment</p>	<p>Anti bribery Risk Assessment</p> <p>Audit Wales Work Programme: Council Progress Update</p>	<p>Annual Performance Review of Investment Committee</p>	<p>Freedom of Information (FOI) &amp; Data Protection Act (DPA) Breaches &amp; Data Subject Access Request (DSARs) report</p> <p>Cyber security report (Pink Papers)</p> <p>Review of the Committees Terms of Reference aligned to the Plan</p> <p>Feedback on Collaboration &amp; Partnership arrangements</p>	<p>Overview of Performance Management arrangements</p> <p>Effectiveness of Strategic Risk Management Framework</p>	<p>Annual Performance Review of Investment Committee</p> <p>Audit Wales Work Programme: Council Progress Update</p>

<p>nt performan ce and recommen d changes as required ahead of it being considered by Council.</p> <ul style="list-style-type: none"><li>• To consider the report of the (independ ent) panel performan ce assessme nt is also to be made available to the Governanc e &amp; Audit Committee . A panel performan ce</li></ul>								
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assessment is to take place at least once during the period between two consecutive ordinary elections of councillors to the Council.								
Review and assess the authority's ability to handle complaints effectively make reports and recommendations in relation to the authority's ability to handle complaints effectively					The Ombudsman's Annual Letter (2021/22)		Whole Authority annual complaints report	
Oversee the authority's internal	6 month update on	Internal Audit	Internal Audit	Invitation of officers &	Q2 Progress report for 6	Implementation of Internal Audit	Internal Audit Progress	





**APPENDIX 2**

GOVERNANCE & AUDIT COMMITTEE TERMS OF REFERENCE								
	Review and scrutinise the authority's financial affairs and make reports and recommendations in relation to them <ul style="list-style-type: none"> <li>• Review the financial statements prepared by the authority</li> <li>• To receive and approve the Council's Annual Statement of Accounts in accordance with the Accounts and Audit Regulations</li> </ul>							
	20-Jun-22	14-Jul-22	08-Sep-22	13-Oct-22	24-Nov-22	26-Jan-23	16-Feb-23	30-Mar-23
		2021/22 MCC Statement of Accounts – verbal update  [Author - Title and or name ?]  Draft Statement of Accounts 2021/22 - Charitable Trust Funds  2021/22 Treasury Outturn	2021/22 MCC Statement of Accounts  [Author – Title and or name ?]		2022/23 Mid Year Treasury Management update	2021/22 MCC Statement of Accounts – final  2021/22 WCF/Mon Farm Statement Of Accounts - Final	2023/24 Capital Strategy and Treasury Strategy  Assessment of the Robustness of the budget process and adequacy of reserves	

		Report						
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	<p>Review and assess the risk management, internal control, performance assessment and corporate governance arrangements of the authority and make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements</p> <ul style="list-style-type: none"> <li>To consider the draft annual self-assessment performance and recommend changes as required ahead of it being considered by Council.</li> <li>To consider the report of the (independent) panel performance assessment is also to be made available to the Governance &amp; Audit Committee. A panel performance assessment is to take place at least once during the period between two consecutive ordinary elections of councillors to the Council.</li> </ul>							
	20-Jun-22	14-Jul-22	08-Sep-22	13-Oct-22	24-Nov-22	26-Jan-23	16-Feb-23	30-Mar-23
	<p>Freedom of Information (FOI) &amp; Data Protection Act (DPA) Breaches &amp; Date Subject Access Request (DSARs) report</p> <p>Self Assessment Process</p>	<p>Governance &amp; Audit Committee Annual Report</p> <p>Draft self assessment report 2021/22</p>	<p>Whole Authority Strategic Risk Assessment</p>	<p>Anti bribery Risk Assessment</p> <p>Audit Wales Work Programme: Council Progress Update</p>	<p>Annual Performance Review of Investment Committee</p>	<p>Freedom of Information (FOI) &amp; Data Protection Act (DPA) Breaches &amp; Date Subject Access Request (DSARs) report</p> <p>Cyber security report (Pink Papers)</p> <p>Review of the Committees Terms of Reference</p>	<p>Overview of Performance Management arrangements</p> <p>Effectiveness of Strategic Risk Management Framework</p>	<p>Annual Performance Review of Investment Committee</p> <p>Audit Wales Work Programme: Council Progress Update</p>

	Annual Governance Statement review 2021-22					aligned to the Plan		
						Feedback on Collaboration & Partnership arrangements		

Review and assess the authority's ability to handle complaints effectively make reports and recommendations in relation to the authority's ability to handle complaints effectively								
	20-Jun-22	14-Jul-22	08-Sep-22	13-Oct-22	24-Nov-22	26-Jan-23	16-Feb-23	30-Mar-23
					The Ombudsman's Annual Letter (2021/22)		Whole Authority annual complaints report	
Oversee the authority's internal audit arrangements								
	6 month update on unfavourable opinions  Internal Audit Draft Operational Plan 2022/23	Internal Audit Outturn report 2021/22	Internal Audit Progress report - quarter 1	Invitation of officers & S151 officer regarding Limited Opinions	Q2 Progress report for 6 months 22/23  Update on unfavourable Internal Audit Opinions	Implementation of Internal Audit agreed recommendations	Internal Audit Progress report - quarter 3	

