

GOVERNANCE & AUDIT COMMITTEE WORK PROGRAMME IN LINE WITH ITS TERMS OF REFERENCE

Review and scrutinise the authority's financial affairs and make reports and recommendations in relation to them

- Review the financial statements prepared by the authority
- To receive and approve the Council's Annual Statement of Accounts in accordance with the Accounts and Audit Regulations

	29 June 23	27 July 23	20 Sept 23	19 Oct 23	04 Dec 23	11 Jan 24	22 Feb 24	08 Apr 24
2022/23 MCC Statement of Accounts Head of Finance – Jonathan Davies			✓ Draft				✓ Final	
Statement of Accounts 2022/23 - Charitable Trust Funds Head of Finance – Jonathan Davies		✓ Draft				✓ Final		
Treasury Report Head of Finance – Jonathan Davies		✓ 22/23 Outturn ✓ 23/24 Q1			✓ 23/24 Q2		✓ 23/24 Q3	
Statement on the robustness of the Budget Process and the adequacy of reserves Deputy Chief Executive – Peter Davies Please confirm this is in the correct area of the work programme?							✓	
Capital & Treasury Strategy Head of Finance – Jonathan Davies							✓	
People Strategy Matt Gatehouse							✓	

Please confirm this is in the correct area of the work programme?								
Financial Strategy Head of Finance – Jonathan Davies								✓

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

- To consider the draft annual self-assessment performance and recommend changes as required ahead of it being considered by Council.
- To consider the report of the (independent) panel performance assessment is also to be made available to the Governance & 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

	29 June 23	27 July 23	20 Sept 23	19 Oct 23	04 Dec 23	11 Jan 24	22 Feb 24	08 Apr 24
Annual Governance Statement 2022 Audit Manager – Jan Furtek		✓ Draft						
Draft Freedom of Information (FOI) & Data Protection Act (DPA) Breaches & Date Subject Access Request (DSARs) Head of Information Security & Technology – Sian Hayward	✓							
Draft Self Assessment Report Performance & Data Insight Manager – Richard Jones			✓ Draft					

Draft Governance & Audit Committee Annual Report - 2022/23 Chair of Governance & Audit Committee – Andrew Blackmore		✓						
Anti Bribery Risk Assessment Deputy Chief Executive – Peter Davies				✓				
Audit Wales Work Programme: Council Progress update Performance & Data Insight Manager – Richard Jones				✓				✓
Annual Performance Review of Investment Committee Development Manager - Nick Keyse						✓		
Cyber security Head of Information Security & Technology – Sian Hayward							✓	
Feedback on Collaboration & Partnership arrangements Performance & Data Insight Manager – Richard Jones / Audit Manager – Jan Furtek			✓					
Self Assessment of Performance Management arrangements Performance & Data Insight Manager – Richard Jones							✓	

Effectiveness of Strategic Risk Management Framework Performance & Data Insight Manager – Richard Jones					✓			✓
Asset Management Strategy Development Manager - Nick Keyse						✓		

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								
	29 June 23	27 July 23	20 Sept 23	19 Oct 23	04 Dec 23	11 Jan 24	22 Feb 24	08 Apr 24
The Ombudsman's Annual Letter (2022/23) Customer Relations Manager – Annette Evans					✓			
Whole Authority annual complaints report Customer Relations Manager – Annette Evans							✓	

Oversee the authority's internal audit arrangements								
	29 June 23	27 July 23	20 Sept 23	19 Oct 23	04 Dec 23	11 Jan 24	22 Feb 24	08 Apr 24
Internal Audit Operational Plan 2023/24 Audit Manager – Jan Furtek	✓ Draft	✓ Final						
Internal Audit Annual Report 2022/23 Audit Manager – Jan Furtek	✓							
Internal Audit Revised Opinions	✓							

Audit Manager – Jan Furtek								
Internal Audit quarterly progress reports Audit Manager – Jan Furtek		✓		✓			✓	
CPR Exemptions upto 30 th September 2023 Audit Manager – Jan Furtek				✓				
Implementation of Internal Audit agreed recommendations Audit Manager – Jan Furtek								✓
Internal Audit Plan and Annual Report for Shared Resource Service (SRS) – Torfaen CBC IA Team	✓							
Counter Fraud, Corruption and Bribery Policy (6 monthly) Audit Manager – Jan Furtek – commence May 24								

Oversee the authority's external audit arrangements								
	29 June 23	27 July 23	20 Sept 23	19 Oct 23	04 Dec 23	11 Jan 24	22 Feb 24	08 Apr 24
Annual Audit Plan 22-23 Audit Wales Manager – Rachel Freitag		✓						✓
Annual Audit Plan 22-23 - Welsh Church Funds				✓				

Audit Wales Manager – Rachel Freitag								
Annual Grants report Audit Wales Manager – Rachel Freitag				✓				
ISA260 Response to Accounts Audit Wales Manager – Rachel Freitag / Head of Finance – Jonathan Davies							✓	
ISA 260 or equivalent for Trust Funds Audit Wales Manager – Rachel Freitag / Head of Finance – Jonathan Davies						✓		
Audit Wales Well-Being Objective Setting Review Audit Wales – Charlotte Owen			✓					
Audit Wales Performance Data Review – Audit Wales – Charlotte Owen							✓	
Audit Wales Digital Review Audit Wales – Charlotte Owen							✓	
Audit Wales Work Programme and timetable Quarter 1 update Audit Wales				✓				

