

GOVERNANCE & AUDIT COMMITTEE WORK PROGRAMME 2024-25

29TH APRIL 2024

Reports to be with Peter by – 15th April 2024

Reports to be with Wendy Barnard/Chair prior to pre-meeting – 17th April 2024

Pre-meeting – 19th April 2024

Finalised reports to committee section – 19th April 2024

Despatch by committee section – 19th April 2024

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
Audit Wales Work Programme: Council Progress Update	Richard Jones		✓			
Effectiveness of Strategic Risk Management Framework	Richard Jones		✓			
Internal Audit Plan 24/25	Jan Furtek				✓	
Implementation of Internal Audit agreed recommendations	Jan Furtek				✓	
Proposed future delivery model for the Internal Audit Service	Peter Davies				✓	
Audit Wales Performance Data Review	Charlotte Owen					✓

6TH JUNE 2024

Reports to be with Peter by – 17th May 2024

Reports to be with Wendy Barnard/Chair prior to pre-meeting – 21st May 2024

Pre-meeting – 23rd May 2024

Finalised reports to committee section – 28th May 2024

Despatch by committee section – 29th May 2024

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
Draft Freedom of Information (FOI) & Data Protection Act (DPA) Breaches & Data Subject Access Request (DSARs)	Sian Hayward		✓			
Internal Audit Annual Report 2023/24	Jan Furtek				✓	
CPR Exemptions - 6 monthly update to 31st March 2024	Jan Furtek				✓	
Internal Audit Plan and Annual Report for Shared Resource Service (SRS)	TCBC IA Team				✓	
2023/4 Treasury Outturn report	Jonathan Davies	✓				
Draft Financial Strategy	Jon Davies/Peter Davies	✓				
People Strategy	Matt Gatehouse		✓			
Annual Audit Plan 24-25	Audit Wales					✓
Audit Wales Capital Programme Management Review	Audit Wales					✓
Audit Wales Digital Review	Charlotte Owen					✓

17TH JULY 2024

Reports to be with Peter by – 1st July 2024

Reports to be with Wendy Barnard/Chair prior to pre-meeting – 3rd July 2024

Pre-meeting – 5th July 2024

Finalised reports to committee section – 8th July 2024

Despatch by committee section – 9th July 2024

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
2024/5 Q1 - Treasury report	Jonathan Davies	✓				
2023/4 Draft WCF/Mon Farm Statement of Accounts	Jon Davies	✓				
2023/24 MCC Draft Statement of Accounts	Jon Davies	✓				
3 ISA 260 recommendations	Jon Davies	✓				
Draft Annual Governance Statement 2023/24	Jan Furtek				✓	
Internal Audit Quarterly progress report (Q1)	Jan Furtek				✓	
Governance & Audit Committee Annual report 2023/4	Chair – Andrew Blackmore		✓			
Audit Wales Financial Sustainability Review	Audit Wales					✓
Initial assessment of corporate risk control arrangements	Richard Jones		✓			

5TH SEPTEMBER 2024

Reports to be with Peter by –
Reports to be with Wendy Barnard/Chair prior to pre-meeting –
Pre-meeting – 22nd August 2024
Finalised reports to committee section –
Despatch by committee section –

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
Draft Self Assessment Report	Richard Jones		✓			

17TH OCTOBER 2024

Reports to be with Peter by –
Reports to be with Wendy Barnard/Chair prior to pre-meeting –
Pre-meeting – 7th October 2024
Finalised reports to committee section –
Despatch by committee section –

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
Anti Bribery Risk Assessment	Peter Davies		✓			
The Ombudsmans's Annual Letter - 2022/23	Annette Evans			✓		

Audit Wales Work Programme and timetable quarter 1 update	Audit Wales					✓
Audit Wales Work Programme: Council Progress update	Richard Jones		✓			
Audit Grants report	Audit Wales - Rachel Freitag					✓
Annual Audit Plan 22-23 Welsh Church Funds	Rachel Freitag					✓
Internal Audit quarterly progress report (Q2)	Jan Furtek				✓	

28TH NOVEMBER 2024

Reports to be with Peter by –
Reports to be with Wendy Barnard/Chair prior to pre-meeting –
Pre-meeting – 18th November 2024
Finalised reports to committee section –
Despatch by committee section –

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
24/25 Q2 Treasury report	Jon Davies	✓				
2023/24 MCC Statement of Accounts Final	Jon Davies	✓				
ISA260 response to accounts	Rachel Freitag/Jon Davies					✓
Effectiveness of Strategic Risk Management Framework and summary of wider arrangements	Richard Jones		✓			

CPR Exemptions - 6 monthly update to 30th September 2024	Jan Furtek				✓	
Whole Authority annual complaints report	Annette Evans			✓		

16TH JANUARY 2025

**Reports to be with Peter by –
 Reports to be with Wendy Barnard/Chair prior to pre-meeting –
 Pre-meeting – 6th January 2024
 Finalised reports to committee section –
 Despatch by committee section –**

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
2023/4 WCF/Mon Farm Statement of Accounts Final	Jon Davies	✓				
ISA260 for trust funds	Rachel Freitag/Jon Davies					✓

20TH FEBRUARY 2025

**Reports to be with Peter by –
 Reports to be with Wendy Barnard/Chair prior to pre-meeting –**

Pre-meeting – 10th February 2024
Finalised reports to committee section –
Despatch by committee section –

Report Title	Report Author	Terms of reference category				
		Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
2024/25 Q3 Treasury report	Jon Davies	✓				
Statement on the robustness of the budget process and the adequacy of reserves	Peter Davies	✓				
2025/26 Capital Strategy and Treasury Strategy	Jon Davies	✓				
Cyber Security	Sian Hayward		✓			
Self Assessment of Performance Management arrangements	Richard Jones		✓			
Internal Audit Quarterly Progress report (Q3)	Jan Furtek					✓

13TH MARCH 2025

Reports to be with Peter by –
Reports to be with Wendy Barnard/Chair prior to pre-meeting –
Pre-meeting –
Finalised reports to committee section –
Despatch by committee section –

		Terms of reference category				
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Report Title	Report Author	Financial Affairs	Risk, Internal Control, Performance & Corporate Governance	Complaints	Internal Audit	External Audit
Draft Internal Audit Plan 2025/26	Jan Furtek				✓	

TO BE PUT ON A FUTURE MEETING AGENDA BUT DATES NOT YET CONFIRMED

Presentation on Global Internal Audit Standards/Update of Public Sector Internal Audit Standards
 Review of MCC Internal Audit Charter
 MCC Fraud Risk Assessment and NFI Self Assessment