

GOVERNANCE AND AUDIT COMMITTEE

Date of Meeting	Wednesday, 26 th June 2024
Report Subject	Forward Work Programme
Report Author	Internal Audit, Performance and Risk Manager
Category	Advisory

EXECUTIVE SUMMARY

The Governance and Audit Committee presents an opportunity for Members to determine the Forward Work Programme of the Committee of which they are Members. By reviewing and prioritising the Forward Work Programme, Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix A for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for Governance and Audit Committee.

RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend, as necessary.
2	That the Internal Audit, Performance and Risk Manager, in consultation with the Chair and Vice-Chair of the Committee, be authorised to vary the Forward Work Programme between meetings, as the need arises.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	Items feed into a Committee's Forward Work Programme from a number of sources. Many items are standard every quarter, six months or annually, and Members can also suggest topics for review by the Committee. Items can also be referred by the Cabinet, County Council or Chief Officers.

1.02	<p>In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none"> 1. Will the review contribute to the Council's priorities and/or objectives? 2. Is it an area of major change or risk? 3. Are there issues of concern in governance, risk management or internal control? 4. Is it relevant to the financial statements or financial affairs of the Council? 5. Is there new government guidance or legislation? 6. Is it prompted by the work carried out by Regulators/Internal Audit? 																																
1.03	<p>Following the Committee meeting in January there have been some changes to the forward work programme. This is either due to new external regulatory reports being scheduled to be presented to Governance and Audit Committee or at the request of the report author to delay the report.</p> <table border="1" data-bbox="316 748 1428 1400"> <thead> <tr> <th data-bbox="316 748 820 857">Report Title</th> <th data-bbox="825 748 1142 857">Reason for Movement</th> <th data-bbox="1147 748 1294 857">Original Date</th> <th data-bbox="1299 748 1428 857">New Report Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 864 820 931">Internal Audit Annual Report 2023/24</td> <td data-bbox="825 864 1142 931">Officer availability</td> <td data-bbox="1147 864 1294 931">June 2024</td> <td data-bbox="1299 864 1428 931">July 2024</td> </tr> <tr> <td data-bbox="316 938 820 1005">Internal Audit Progress Report 2024/25</td> <td data-bbox="825 938 1142 1005">Officer availability</td> <td data-bbox="1147 938 1294 1005">June 2024</td> <td data-bbox="1299 938 1428 1005">July 2024</td> </tr> <tr> <td data-bbox="316 1012 820 1079">Draft Annual Governance Statement</td> <td data-bbox="825 1012 1142 1079">Officer availability</td> <td data-bbox="1147 1012 1294 1079">June 2024</td> <td data-bbox="1299 1012 1428 1079">July 2024</td> </tr> <tr> <td data-bbox="316 1086 820 1153">Risk Management (Mid-Year Update)</td> <td data-bbox="825 1086 1142 1153">To align with mid-year report cycle</td> <td data-bbox="1147 1086 1294 1153">June 2024</td> <td data-bbox="1299 1086 1428 1153">Sept 2024</td> </tr> <tr> <td data-bbox="316 1160 820 1227">AW Report - Equality Impact Assessments</td> <td data-bbox="825 1160 1142 1227">New Report</td> <td data-bbox="1147 1160 1294 1227">N/A</td> <td data-bbox="1299 1160 1428 1227">June 2024</td> </tr> <tr> <td data-bbox="316 1234 820 1301">AW Report - Digital Strategy</td> <td data-bbox="825 1234 1142 1301">New Report</td> <td data-bbox="1147 1234 1294 1301">N/A</td> <td data-bbox="1299 1234 1428 1301">June 2024</td> </tr> <tr> <td data-bbox="316 1308 820 1400">CIW - Performance Evaluation Report</td> <td data-bbox="825 1308 1142 1400">Officer availability</td> <td data-bbox="1147 1308 1294 1400">June 2024</td> <td data-bbox="1299 1308 1428 1400">July 2024</td> </tr> </tbody> </table>	Report Title	Reason for Movement	Original Date	New Report Date	Internal Audit Annual Report 2023/24	Officer availability	June 2024	July 2024	Internal Audit Progress Report 2024/25	Officer availability	June 2024	July 2024	Draft Annual Governance Statement	Officer availability	June 2024	July 2024	Risk Management (Mid-Year Update)	To align with mid-year report cycle	June 2024	Sept 2024	AW Report - Equality Impact Assessments	New Report	N/A	June 2024	AW Report - Digital Strategy	New Report	N/A	June 2024	CIW - Performance Evaluation Report	Officer availability	June 2024	July 2024
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2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Both the Chair and Vice-Chair were consulted prior to the meeting and publication of this report also constitutes consultation.

4.00	RISK MANAGEMENT
4.01	None as a result of this report.

5.00	APPENDICES
5.01	Appendix A - Draft Forward Work Programme.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None.</p> <p>Contact Officer: Lisa Brownbill Internal Audit, Performance and Risk Manager</p> <p>Telephone: 01352 702231</p> <p>E-mail: lisa.brownbill@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Governance - The system by which local authorities direct and control their functions and relate to their communities. It is founded on the basic principles of openness and inclusivity, integrity and accountability together with the overarching concept of leadership. It is an inter-related system that brings together the underlying set of legislative requirements, governance principles and management processes.</p> <p>Risk Management - The process of identifying risks, evaluating their potential consequences, and managing them. The aim is to reduce the frequency of risk events occurring (wherever this is possible) and minimise the severity of their consequences if they occur. Threats are managed by a process of controlling, transferring or retaining the risk. Opportunities are managed by identifying strategies to maximise the opportunity or reward for the organisation.</p> <p>Internal Control - Appropriate procedures and processes are in place to mitigate any risk which may prevent the organisation from achieving its objectives and service delivery.</p> <p>Financial Management - The planning, organising, directing and control of the financial activities of the Council to ensure sufficient resources are available to delivery its intended outcomes.</p> <p>Audit Wales - Works to support the Auditor General as the public sector watchdog for Wales. They aim to ensure that the people of Wales know whether public money is being managed wisely and that public bodies in Wales understand how to improve outcomes.</p>