

ELDC Audit and Governance Committee Work Programme 2023/24

JULY 2023

EAST LINDSEY WED 5 JULY 2023	RESPONSIBLE OFFICER
Q4 Risk Management Position 2022/23	Group Manager – Insights and Transformation ELDC /BBC.
Internal Audit Annual Report and Opinion 2022/23	Internal Audit Manager
Partnership Annual Safeguarding report	A.D. Wellbeing and Community Leadership
Combined Assurance report	Monitoring Officer (DCX)
Written Position Statement: response to DLUHC letter	Chief Finance Officer PSPS
Local Code of Corporate Governance:	Assistant Director – Governance/MO
Update on Property Funds	Treasury and Investment Manager PSPS
Draft A & G Committee Work Programme 2023/24 – In progress	Democratic Services

SEPTEMBER 2023

EAST LINDSEY WED 27 SEPT 2023	RESPONSIBLE OFFICER
Invest East Lindsey Audit Report	Internal Audit Manager
Q1 Treasury Report 2023/24	Treasury and Investment Manager PSPS
Q1 Risk Management Position	Group Manager – Insights and Transformation ELDC
Procurement Update – to include Exemptions (Annual Report)	Head of Procurement and Contracts PSPS
Adoption of new Procurement Strategy	Head of Procurement and Contracts / AD – Corporate
Appointment of Members to the Constitutional Working Group	Monitoring Officer
Independent Member Recruitment	Monitoring Officer
Draft A & G Committee Work Programme 2023/24	Democratic Services
Presentation on Towns Fund Projects – briefing following close of meeting.	Deputy CX – Programme Delivery
Non-deliveries (external) projects – briefing following close of meeting.	Assistant Director – Economic Growth

NOVEMBER 2023

EAST LINDSEY WED 22 NOV 2023	RESPONSIBLE OFFICER
Q2 Risk Management Position 2023/24	Group Manager – Insights and Transformation
Internal Audit Progress Report	Internal Audit Manager
Treasury Management Mid-year report 2023/24	Treasury and Investment Manager PSPS
External Audit Progress Report	External Audit Manager (Mazars)
Information Governance Annual Report 2022/23	Information Manager/Data Protection Manager (RS)
Update in respect of RIPA 2000	A.D. Regulatory/Information Manager/ Data Protection Officer
Audit and Governance Annual Report 2022/23	Democratic Services
Premature Repayment of PWLB Borrowing	Treasury and Investment Manager PSPS
Update from Constitutional Working Group	Assistant Director – Governance and Monitoring Officer
Draft A & G Committee Work Programme 2023/24	Democratic Services

JANUARY 2024

EAST LINDSEY WED 24 JAN 2024	RESPONSIBLE OFFICER
Audited Financial Statements including Annual Governance Statement 2021/22	Deputy Chief Finance Officer PSPS
Draft Financial Statements including Annual Governance Statement 2022/23	Deputy Chief Finance Officer PSPS
Annual Treasury Report 2022/23	Treasury and Investment Manager PSPS
Annual Budget Report, Medium Term Financial Strategy, Financial Strategies and Council Tax (inc Treasury Strategy) 2024/25	Deputy Chief Finance Officer / Treasury & Investment Manager PSPS
Internal Audit Progress Report	Internal Audit Manager
Internal Audit Section 106 Audit Review Report	Internal Audit Manager
External Audit Planning Update and Progress Report	External Audit Manager – Mazars or KPMG?
External Auditors Annual Report 2021/22 – (lines up with audited accounts)	External Audit Manager - Mazars
External Audit Strategy Memorandum 2022/23	External Audit Manager - Mazars
External Audit Completion Report 2022/23	External Audit Manager - Mazars
External Auditors Progress Report 2023/24	External Audit Manager
Appointment of Independent Co-Opted Member	Assistant Director – Governance and Monitoring Officer
Information Governance Audit Report	Information Manager / Data Protection Officer
Draft A & G Committee Work Programme 2023/24	Democratic Services

MARCH 2024

EAST LINDSEY WED 27 MAR 2024	RESPONSIBLE OFFICER
Q3 Risk Management Position 2023/24	Group Manager – Insights and Transformation
Q3 Treasury Report 2023/24	Treasury and Investment Manager PSPS
Draft Internal Audit Plan 2024/25	Internal Audit Manager
Financial Statements – Accounting Policies 2023/24	Deputy Chief Finance Officer PSPS
Draft A & G Committee Work Programme 2023/24	Democratic Services
Audit Planning update and progress report – March 2024	Internal Audit Manager
Annual Fraud Report	Internal Audit Manager
Procurement Update – to include exemptions	Head of Procurement and Contracts PSPS

<u>Briefings</u>	
Presentation on Towns Fund Projects – briefing following close of meeting. (Last update 27/09/2023)	Deputy CX – Programme Delivery
Non-deliveries (external) projects – briefing following close of meeting. (Last update 27/09/2023)	Assistant Director – Economic Growth
Update on Property Funds – briefing following close of meeting. (Exempt report presented to Committee on 05/07/2023)	Treasury and Investment Manager PSPS
<u>Training</u>	
Review of Effectiveness of Audit and Governance Committee – Workshop after Jan 2024 Meeting.	Initial Meeting with Chairs/Vice Chairs of ELDC/SHDC and BBC held on 22/09/2023
Link Member Treasury Management training (November 2023)	Robert Baxter – Link Group – Through Treasury and Investment Manager PSPS

<u>Items for 2024/25:</u>	
Annual update on Invest East Lindsey (September 2024)	