

ELDC Audit and Governance Committee Work Programme 2023/24

JULY 2023

| EAST LINDSEY WED 5 JULY 2023 | RESPONSIBLE OFFICER |
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| 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 |
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| 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 |
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| 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 |
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| Annual Budget Report, Medium Term Financial Strategy, Financial Strategies and Council Tax 2024/25 | Deputy Chief Finance Officer / Treasury & Investment Manager PSPS |
| Treasury Management Policy Statement, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Statement 2024/25 | Treasury and Investment Manager PSPS |
| Internal Audit Progress Report – Procurement Card Process | Internal Audit Manager |
| External Auditors Progress Report 2023/24 | External Audit Manager (KPMG) |
| Appointment of Independent Co-Opted Member | Assistant Director – Governance and Monitoring Officer |
| Draft A & G Committee Work Programme 2023/24 | Democratic Services |

MARCH 2024

| EAST LINDSEY WED 27 MAR 2024 | RESPONSIBLE OFFICER |
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| Annual Treasury Report 2022/23 | Treasury and Investment Manager PSPS |
| Internal Audit Progress Report | Internal Audit Manager |
| Internal Audit Section 106 Audit Review Report | Internal Audit Manager |
| Q3 Risk Management Position 2023/24 | Group Manager – Insights and Transformation |
| Q3 Treasury Report 2023/24 | Treasury and Investment Manager PSPS |

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| Draft Internal Audit Plan 2024/25 | Internal Audit Manager |
| Financial Statements – Accounting Policies 2023/24 | Deputy Chief Finance Officer PSPS |
| External Auditors Progress Update | External Audit Manager (KPMG) |
| Draft A & G Committee Work Programme 2023/24 | Democratic Services |
| Audit Planning update and progress report – March 2024 | Internal Audit Manager |
| Review and update of fraud risks | Internal Audit Manager |
| Procurement Update – to include exemptions | Head of Procurement and Contracts PSPS |

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| SEPARATE MEETING TO BE ARRANGED – DATE TO BE CONFIRMED | |
| 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 |
| External Audit Planning Update and Progress Report | External Audit Manager – Mazars |
| 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 |

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| <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 |
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| <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) – needs following up. | Robert Baxter – Link Group – Through Treasury and Investment Manager PSPS |

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