

DRAFT ELDC Audit and Governance Committee Work Programme 2024/25

JUNE 2024

EAST LINDSEY	RESPONSIBLE OFFICER
WED 19 JUNE 2024	
Q4 Risk Report 2023/24	Group Manager – Insights and Transformation
Internal Audit Annual Report and Opinion 2023/24	Internal Audit Manager
Combined Assurance Report	A.D (Governance) and Monitoring Officer
Appointment of Members to the Constitutional Working Group	A.D (Governance) and Monitoring Officer
Annual Governance Statement - Action Plan Update	A.D (Governance) and Monitoring Officer
Draft A & G Committee Work Programme 2024/25	Democratic Services
Briefing: Presentation on Towns Fund Projects following close of Meeting	Deputy CX – Programme Delivery
Self-Assessment Action (2): To arrange an annual meeting between the A&G committee and the external auditors	Democratic Services / KPMG

SPECIAL MEETING JULY 2024 – Date to be confirmed.

EAST LINDSEY	RESPONSIBLE OFFICER
DATE TBC	
Annual Treasury Report 2023/24	Treasury and Investment Manager PSPS
Unaudited Financial Statements including Annual Governance Statement 2023/24	Deputy Chief Finance Officer PSPS
Unaudited Financial Statements including Annual Governance Statement 2022/2023 (including Annual Treasury Report)	Deputy Chief Finance Officer PSPS
Audited Financial Statements including Annual Governance Statement 2021/2022	Deputy Chief Finance Officer
External Audit Completion Report 2021/2022	External Audit Manager Mazars
Presentations from Funds Managers	Treasury and Investment Manager / S151
Property Fund exit arrangements	Treasury and Investment Manager / S151
Self-Assessment Action (1): To ensure the Terms of reference explicitly address the core areas of counter fraud and corruption, value for money, ethics and standards, and financial management. (July 2024 / Date to be confirmed)	Constitution Working Group

SEPTEMBER 2024

EAST LINDSEY WED 11 SEPT 2024	RESPONSIBLE OFFICER
Partnership Annual Safeguarding report 2023/24	A.D. Wellbeing and Community Leadership
Q1 Risk Report 2023/24	Group Manager – Insights and Transformation
Q1 Treasury Report 2024/25	Treasury and Investment Manager PSPS
Internal Audit Progress Report	Internal Audit Manager
Update in respect of RIPA 2000	A.D. Regulatory/Information Manager/ Data Protection Officer
Procurement Update – to include Exemptions (unique to ELDC)	Head of Procurement and Contracts PSPS
External Auditors Progress Report (TBC)*	External Audit Manager KPMG
Adoption of new Procurement Strategy	Head of Procurement and Contracts / AD – Corporate
Audit and Governance Annual Report 2023/2024	Democratic Services
Draft External Audit Strategy and Planning Report	External Audit Manager KPMG
Draft A & G Committee Work Programme 2024/25	Democratic Services

OCTOBER 2024

EAST LINDSEY OCT 30 2024	RESPONSIBLE OFFICER
Q2 Risk Report 2023/24	Group Manager – Insights and Transformation
Treasury Management Mid-year report 2024/2025	Treasury and Investment Manager PSPS
Audited Financial Statements including Annual Governance Statement 2023/2024 (to go to same meeting as report below) (TBC)*	Deputy Chief Finance Officer PSPS
External Audit Completion Report 2023/2024 (ISA 260) (TBC)*	External Audit Manager KPMG
Audit Backstop Report (TBC)*	Finance PSPS / External Audit Manager KPMG TBC
External Auditors Progress Report 2024/2025	External Audit Manager KPMG
Information Governance Annual Report	Information Manager/Data Protection Manager
External Audit Strategy and Planning Report	External Audit Manager KPMG
Draft A & G Committee Work Programme 2024/25	Democratic Services

* Meeting date subject to change

JANUARY 2025

EAST LINDSEY WED 15 JAN 2025	RESPONSIBLE OFFICER
Draft Treasury Management Policy and Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2025/2026	Deputy Chief Finance Officer / Treasury & Investment Manager PSPS
Annual Budget Report, Medium Term Financial Strategy, Financial Strategies and Council Tax	Deputy Chief Finance Officer / Treasury & Investment Manager PSPS
Internal Audit Progress Report	Internal Audit Manager
External Audit Planning Update and Progress Report	External Audit Manager KPMG
External Audit Annual Report 2023/2024 (TBC)	External Audit Manager KPMG
Draft A & G Committee Work Programme 2024/25	Democratic Services
Self-Assessment Action (3 & 4): Annual Review of Effectiveness of Audit and Governance Committee including evaluation of knowledge, skills & training needs	Scrutiny and Policy Officer

MARCH 2025

EAST LINDSEY WED 26 MAR 2024	RESPONSIBLE OFFICER
Q3 Risk Report 2023/24	Group Manager – Insights and Transformation ELDC
Q3 Treasury Report 2024/2025	Treasury and Investment Manager PSPS
Draft Internal Audit Plan 2025/26	Internal Audit Manager
Financial Statements – Accounting Policies 2024/2025	Deputy Chief Finance Officer PSPS
Internal Audit Progress Report	Internal Audit Manager
Procurement Exemptions Register	Head of Procurement and Contracts PSPS
Draft A & G Committee Work Programme 2024/25	Democratic Services
Training: To invite all Council Members to undertake Treasury Management Training on an annual basis	Democratic Services / Robert Baxter – Link Group – Through Treasury and Investment Manager PSPS

Further Training & Briefings	
Self-Assessment Action (5): To have training and support sessions at the start or end of each A&G Meeting - For 24/25 this should cover risk, treasury management, A&G roles and functions, organisational knowledge, and general updates.	Democratic Services Towns Fund Projects Update – June 2024 and Treasury Management – March 2025
Self-Assessment Action (6): For the Chair and Vice Chair to meet with the Leader of the Council and Finance Portfolio Holder twice a year.	Chairman of A&G