

ELDC Audit and Governance Committee Work Programme 2024/25

JUNE 2024

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

SEPTEMBER 2024

EAST LINDSEY WED 11 SEPT 2024	RESPONSIBLE OFFICER
Partnership Annual Safeguarding report 2023/24	A.D. Wellbeing and Community Leadership / Wellbeing Service Manager (Emily Spicer / David Postle)
Centre for Governance and Scrutiny Report	N/A
Q1 Risk Report 2024/25	Group Manager – Insights and Transformation (Suzanne Rolfe)
Q1 Treasury Report 2024/25	Treasury and Investment Manager PSPS (Sean Howsam)
Internal Audit Progress Report	Internal Audit Manager (Matthew Waller)
Procurement Exemption Register (6 monthly update unique to ELDC)	Head of Procurement and Contracts PSPS (Martin Gibbs)
Indicative External Audit Plan and Strategy Memorandum for the year ending 31 March 2024:	External Audit Manager KPMG (James Boyle)
External Auditors Progress Report:	External Audit Manager KPMG (James Boyle)
Audit and Governance Annual Report 2023/2024	Democratic Services
Appointment of Independent Co-Opted Members	A.D Governance and Monitoring Officer (John Medler)
Draft A & G Committee Work Programme 2024/25	Democratic Services
Update on Invest East Lindsey Limited (Exempt Report)	Deputy Chief Executive - Programme Delivery (Adrian Sibley) / Scrutiny and Policy Officer (Rebecca James)

SPECIAL MEETING 2024 – Date to be confirmed.

EAST LINDSEY DATE TBC	RESPONSIBLE OFFICER
Annual Treasury Report 2023/24	Treasury and Investment Manager PSPS (Sean Howsam)
Unaudited Financial Statements including Annual Governance Statement 2023/24	Deputy Chief Finance Officer PSPS (Ellie Stacey)
Unaudited Financial Statements including Annual Governance Statement 2022/2023 (including Annual Treasury Report)	Deputy Chief Finance Officer PSPS (Ellie Stacey)
Audited Financial Statements including Annual Governance Statement 2021/2022	Deputy Chief Finance Officer (Ellie Stacey)
External Audit Completion Report 2021/2022	External Audit Manager Mazars (Bethan Frudd)
Property Fund exit arrangements	Treasury and Investment Manager / S151 (Sean Howsam/CM)

OCTOBER 2024

EAST LINDSEY OCT 30 2024	RESPONSIBLE OFFICER
Q2 Risk Report 2024/25	Group Manager – Insights and Transformation (Suzanne Rolfe)
Treasury Management Mid-year report 2024/2025	Treasury and Investment Manager PSPS (Sean Howsam)
Audited Financial Statements including Annual Governance Statement 2023/2024 (to go to same meeting as report below) (TBC)*	Deputy Chief Finance Officer PSPS (Ellie Stacey)
External Auditors Progress Report (TBC)*	External Audit Manager Mazars (Bethan Vance)
External Audit Completion Report 2023/2024 (ISA 260) (TBC)*	External Audit Manager KPMG (James Boyle)
Audit Backstop Report (TBC)*	Finance PSPS / External Audit Manager KPMG (James Boyle)
External Auditors Progress Report 2024/2025	External Audit Manager KPMG (James Boyle)
External Audit Strategy and Planning Report	External Audit Manager KPMG (James Boyle)
Information Governance Annual Report	Information Manager/Data Protection Manager (Richard Steele)
Draft A & G Committee Work Programme 2024/25	Democratic Services
Briefing: Presentations from Funds Managers (After the October Meeting) (TBC)	Treasury and Investment Manager / S151

* 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 (Ellie Stacey/Sean Howsam)
Annual Budget Report, Medium Term Financial Strategy, Financial Strategies and Council Tax	Deputy Chief Finance Officer / Treasury & Investment Manager PSPS (Ellie Stacey/Sean Howsam)
Internal Audit Progress Report	Internal Audit Manager (Matthew Waller)
External Audit Planning Update and Progress Report	External Audit Manager KPMG (James Boyle)
External Audit Annual Report 2023/2024 (TBC)	External Audit Manager KPMG (James Boyle)
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 (Rebecca James)

MARCH 2025

EAST LINDSEY WED 26 MAR 2024	RESPONSIBLE OFFICER
Q3 Risk Report 2024/25	Group Manager – Insights and Transformation (Suzanne Rolfe)
Q3 Treasury Report 2024/2025	Treasury and Investment Manager PSPS (Sean Howsam)
Draft Internal Audit Plan 2025/26	Internal Audit Manager (Matthew Waller)
Internal Audit Progress Report	Internal Audit Manager (Matthew Waller)
Financial Statements – Accounting Policies 2024/2025	Deputy Chief Finance Officer PSPS (Ellie Stacey)
Procurement Exemptions - 6 monthly update (unique to ELDC)	Head of Procurement and Contracts PSPS (Martin Gibbs)
Update on Invest East Lindsey Limited (6 monthly update unique to ELDC)	Deputy Chief Executive - Programme Delivery (Adrian Sibley) / Scrutiny and Policy Officer (Rebecca James)
Update in respect of RIPA 2000	A.D. Regulatory (Christian Allen)
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 and Meetings	
<p>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.</p> <p>Update September 2024: A request has been made to hold a meeting of the Constitution Working Group and a date is yet to be confirmed.</p>	Constitution Working Group
<p>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.</p> <ul style="list-style-type: none"> • Towns Fund Projects Update – 19th June 2024 • Annual Training 12th July 2024 / 11th September 2024 • Treasury Management – March 2025 (TBC) 	Democratic Services
<p>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.</p> <ul style="list-style-type: none"> • First meeting took place in May 2024. • Next meeting is scheduled for 5th November 2024. 	Chairman of Audit and Governance Committee