

## Governance Committee Work Programme 2023 / 2024

This work programme provides structure for the Governance Committee to ensure it receives reports and updates at the appropriate meetings throughout the year. It is reviewed and updated at each committee meeting.

### North Devon Council Reports and updates:

Dates of forthcoming meetings:	13 Jun 2023	25 Sep 2023	14 Nov 2023	9 Jan 2024	12 Mar 2024
Review of the Committee's Terms of Reference (SF)					Report Due
Annual Review of the Committee's effectiveness (JT)					Due for review of 2023/24
Half Yearly Report from the Chair of the Governance Committee (KJ).		Report Due Sept each year			Report Due March each year
Annual Governance Statement		Report Due-moved		Due: Moved from Sept 2023	
Statement of Accounts	Report Due				
Letter of Representation (JT)		Report Due-moved		Due: Moved from Sept 2023	
Compensation payments made under delegated powers. (SH)	Report Due				
Update Report on Fraud Investigations		Report Due			Report Due

Dates of forthcoming meetings:	13 Jun 2023	25 Sep 2023	14 Nov 2023	9 Jan 2024	12 Mar 2024
Major changes to Accounting Policies Management procedures (JT)					Report Due
Update on Governance Arrangements					Report Due (as agreed in March 2023)
Risk Management Framework (*as per AT)	Report Due	Risk Management Training (prior to meeting)			
Quarterly Update on Planning Processing times (*as agreed Minute 42 of 10 <sup>th</sup> Jan 2023)	No figures available	Report Due Q1(as agreed in March 2023)	Report Due Q2 (as agreed in March 2023)	Report Due Q3(as agreed in March 2023)	Report Due Q4 (as agreed in March 2023)
Audit Recommendation Tracker (KS)	Report Due	Report Due	Report Due	Report Due	Report Due
Finance Management Code (TR)			Report Due (as per AT 13/9/23)		
Business Continuity				Verbal update requested	
Homelessness and Temporary Accommodation Update			JM to provide update		
Work Programme	Report Due	Report Due	Report Due	Report Due	Report Due
<b>Part B:</b>	Report Due	Report Due		Report Due	Report Due

Dates of forthcoming meetings:	<b>13 Jun 2023</b>	<b>25 Sep 2023</b>	<b>14 Nov 2023</b>	<b>9 Jan 2024</b>	<b>12 Mar 2024</b>
Corporate Risk Register (AT) (quarterly)					

**Internal Audit Agenda Items:**

Dates of forthcoming meetings:	<b>13 Jun 2023</b>	<b>25 Sep 2023</b>	<b>14 Nov 2023</b>	<b>9 Jan 2024</b>	<b>12 Mar 2024</b>
Internal Audit Annual report	Report Due				
Internal Audit Strategy and Plan					Report Due
Internal Audit Charter					March each year
Internal Audit Progress Report	Report Due	Report Due	No update available as per AT	Report due	Report Due

**External Audit Items:**

Dates of forthcoming meetings:	<b>13 Jun 2023</b>	<b>25 Sep 2023</b>	<b>14 Nov 2023</b>	<b>9 Jan 2024</b>	<b>12 Mar 2024</b>
External Audit - Findings Report		Report Due-Moved		Moved from Sept 2023	
External Audit - Annual Audit Report					Moved as per JT
External Audit - Plan	Report Due		Not needed – as per JT		Report Due
External Audit - Progress Report and Sector Update		Report Due	Report Due – verbal update only	Report Due	

Updated 02/11/23