

## Governance Committee Work Programme 2024 / 2025

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:	<b>23 Sep 2024</b>	<b>12 Nov 2024</b>	<b>7 Jan 2025</b>	<b>11 Mar 2025</b>
Review of the Committee's Terms of Reference (SF)				Report Due
Annual Review of the Committee's effectiveness (JT)				Due for review of 2024/25
Half Yearly Report from the Chair of the Governance Committee (KJ).	Report Due Sept each year			Report Due March each year
Annual Governance Statement				
Exemptions to Contract Procedure Rules (SF) – <i>report due if any to report.</i>				
Review of RIPA Policy (SF)	Report Due Sept each year			
Statement of Accounts				
Letter of Representation (JT)		Report Due		
Compensation payments made under delegated powers. (SH)				

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Ombudsman Letter	Report Due			
Workforce Planning, Recruitment and Retention / Future –Proofing our Workforce (NG)	Report Due			
Update Report on Fraud Investigations (SF)	Report Due			Report Due
Major changes to Accounting Policies Management procedures (JT)				Report Due
Review of Policies: Whistleblowing / Fraud / Anti Money-laundering (JT)		Report due		
Community Risk Register / Emergency Planning Update (AM)			Report Due	
Chief Officer Salary Levels ( <i>Leader / LGA rep</i> )		Report Due		
Audit Recommendation Tracker (CJ)	Report Due	Report Due	Report Due	Report Due
Work Programme	Report Due	Report Due	Report Due	Report Due
<b>Part B:</b> Corporate Risk Register (AT) (quarterly)	Report Due		Report Due	Report Due

**Internal Audit Agenda Items:**

Dates of forthcoming meetings:	<b>23 Sep 2024</b>	<b>12 Nov 2024</b>	<b>7 Jan 2025</b>	<b>11 Mar 2025</b>
Internal Audit Annual report				
Internal Audit Plan 2025-26				Report Due
Internal Audit Charter and strategy				March each year
Internal Audit Progress Report	Report Due	Report due	Report due	Report Due

**External Audit Items:**

Dates of forthcoming meetings:	<b>23 Sep 2024</b>	<b>12 Nov 2024</b>	<b>7 Jan 2025</b>	<b>11 Mar 2025</b>
External Audit - Findings Report		Report Due		
External Audit - Annual Audit Report		Report due		
External Audit - Plan				Report Due
External Audit - Progress Report and Sector Update	Report Due	Report Due	Report Due	Report Due