

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: | 23 Sep 2024 | 12 Nov 2024 | 7 Jan 2025 | 11 Mar 2025 |
|---|---------------------------|--------------------|-------------------|----------------------------|
| 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 |
| Draft Annual Governance Statement (AT) | | | | |
| Exemptions to Contract Procedure Rules (SF) – <i>report due if any to report.</i> | | | | |
| Review of RIPA Policy (SF) | Report Due Sept each year | | | |
| Draft Statement of Accounts (TR) | | | | |
| Letter of Representation (JT) | | Report Due | | |
| Compensation payments made under delegated powers. (SH) | | | | |

| Dates of forthcoming meetings: | 23 Sep 2024 | 12 Nov 2024 | 7 Jan 2025 | 11 Mar 2025 |
|---|------------------------|--------------------|-------------------|--------------------|
| 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 |
| Part B: Corporate Risk Register (AT) (quarterly) | Report Due | | Report Due | Report Due |

Internal Audit Agenda Items:

| Dates of forthcoming meetings: | 23 Sep 2024 | 12 Nov 2024 | 7 Jan 2025 | 11 Mar 2025 |
|--|--------------------|--------------------|-------------------|--------------------|
| Internal Audit Annual report | | | | |
| Internal Audit Plan 2025-26 | | | | Report Due |
| Internal Audit Charter and strategy | | | | March each year |
| Internal Audit In-Year Monitoring Report | Report Due | Report due | Report due | Report Due |

External Audit Items:

| Dates of forthcoming meetings: | 23 Sep 2024 | 12 Nov 2024 | 7 Jan 2025 | 11 Mar 2025 |
|--|--------------------|--------------------|-------------------|--------------------|
| External Audit - Completion Report | | Report Due | | |
| External Audit – Auditors Annual Report | | Report due | | |
| External Audit - Plan | | | | Report Due |
| External Audit - Progress Report and Sector Update | Report Due | | Report Due | Report Due |

