

# Governance Committee Work Programme 2020/21

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

	Jun 2020	Jul 2020	Sep 2020	Oct 5 <sup>th</sup> 2020 (Special)	Nov 2020	Jan 2021	Mar 2021
<b>North Devon Council items</b>		Cancelled					
Review of the Committee's Terms of Reference							
Annual Review of the Committee's effectiveness (JT)							
Half Yearly Report from the Chair of the Governance Committee (KJ).			Sept each year				March each year
Annual Governance Statement (TB)	<i>Moved to July</i>	<i>Moved to Sept</i>					
Statement of Accounts (JT)	<i>Moved to July</i>	<i>Moved to Sept</i>					
Letter of Representation (JT)		<i>Moved to Oct by JT</i>					
Compensation payments made under delegated powers. (Claire H)		<i>Moved to Sept</i>					
Corporate Risk Register (SH) <b>Part B</b>							
Major changes to Accounting Policies Management procedures to be reported by the Head of Resources (JT)							
Update on Governance Arrangements							
21:21 Phase 2 Report (KM)							
Business Continuity (to include Disaster Recovery Procedures and Plan Testing (NL & AM) <b>Part B</b>			Every six months				
Recommendation to update the Members' Code of Conduct (TB)							

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<b>Internal Auditor items</b>							
Internal Audit Annual report							
Internal Audit Strategy and Plan							
Internal Audit Charter							March each year
Internal Audit Progress Report							
<b>External Auditor items</b>							
External Audit - Fee Letter	<i>Moved to March</i>						
External Audit - Findings Report		<i>Moved to Oct by JT</i>					
External Audit - Annual Audit Letter			<i>Moved to Nov</i>				
External Audit - Plan							
Certification Work Report							
External Audit - Progress Report and Sector Update							
<b>Standing Items</b>							
Audit Recommendation Tracker							
Work Programme							

Updated 5/8/20 per meeting of 9<sup>th</sup> June 2020, see minute 81 and discussion with JT