

## Governance and Audit Forward Work Programme 2023/24

| Topic  | Purpose  | Lead Officer                    |
|--|--|---------------------------------|
| <b>Meeting Date: 21<sup>st</sup> June 2023</b>   |  |                                 |
| Forward Work Programme 2023/24                   | To agree the FWP for 2023/24   | Scrutiny and Democratic Officer |
| Strategic Internal Audit Plan 2023-2028          | To provide Members with the five-year strategic Audit Plan for the period 2023-2028. | Louise Rosser                   |
| Annual Report of the Audit and Risk Manager      | To present the opinion of the Annual Opinion of the Audit & Risk Manager             | Louise Rosser                   |
| Integrated Impact Assessment on the Civic Centre | To present the Integrated Impact Assessment the Civic Centre.                        | Ellie Fry /<br>Bernadette Elias |

| <b>Meeting Date: 12<sup>th</sup> July 2023</b> |   |              |
|--|---|--------------|
| Audit Wales Planning Review                    | To present the Audit Wales report.                | Steve Smith  |
| Annual Governance Statement 2021/22            | To present the Annual Governance Statement (AGS). | Gemma Wasley |

| Topic   | Purpose  | Lead Officer  |
|---|--|---------------|
| <b>Meeting Date: 20<sup>th</sup> September 2023</b> |  |               |
| Internal Audit Charter                              | To provide an updated copy of the Internal Audit Charter.          | Louise Rosser |
| Audit Plan Progress Report (Qtr 1)                  | To update Members on the progress against the Internal Audit Plan. | Louise Rosser |
| Corporate Risk Register (Qtr1)                      | To update Members on the Corporate Risk Register                   | Louise Rosser |

## Governance and Audit Forward Work Programme 2023/24

Meeting Date: 18<sup>th</sup> October 2023

| Meeting Date: 18 <sup>th</sup> October 2023  |  |              |
|--|--|--------------|
| Annual Self-Assessment of Council Performance 2022/23<br>To be published by 31 <sup>st</sup> October each year | To present the Annual Self-Assessment of Council performance.  | Sarah King   |
| Audit Wales 2023 Audit Plan for BGCBC  | To present the Audit Wales 2023 Audit Plan.  | Rhian Hayden |
| Review of Governance and oversight arrangements of companies of which the Council has an interest              | Following the audit Wales review of Silent Valley and subsequent recommendation, the following companies will be included within this report:<br>Gwent Crematorium<br>Gwent Archives<br>EAS<br>ALT | Sarah King   |
| Annual Report of the Public Services Ombudsman for Wales 2021/22   | To inform Members of the Council's performance regarding complaints to the Public Services Ombudsman for Wales.  | Andrea Jones |
| National Audit Wales Study – Direct Payments for Adult Social Care   | To present the Local Audit Wales report.   | Tanya Evans  |
| BGCBC – Annual Audit Summary   | To present the Audit Wales Annual Audit Summary.   | Sarah King   |

Meeting Date: 22<sup>nd</sup> November 2023

| Meeting Date: 22 <sup>nd</sup> November 2023 |  |               |
|--|--|---------------|
| Audit Plan Progress Report (Qtr 2)           | To update Members on the progress against the Internal Audit Plan.   | Louise Rosser |
| RIPA Activity                                | To report on authorised RIPA activity as per the Council's policy.   | Andrea Jones  |
| Complaints Report (Qtr1 & Qtr2)              | To present the bi-annual report on Complaints as required by the Ombudsman   | Andrea Jones  |
| Draft Statement of Accounts 2022/23          | To present for consideration the 2022/23 Draft Statement of Accounts and to consider the Authority's financial standing as at 31 March 2023. | Rhian Hayden  |
| Draft Annual Governance Statement 2022/23    | To present the draft Annual Governance Statement (AGS).  | Gemma Wasley  |
| Corporate Risk Register (Qtr 2)              | To update Members on the Corporate Risk Register   | Louise Rosser |

## Governance and Audit Forward Work Programme 2023/24

| Topic  | Purpose | Lead Officer |
|--|---------|--------------|
| <b>Meeting Date: 20<sup>th</sup> December 2023</b> |         |              |
| Items to be identified                             |         |              |

| <b>Meeting Date: 17<sup>th</sup> January 2024</b> |  |               |
|---|--|---------------|
| Audit Plan Progress report (Qtr 3)                | To update Members on the progress against the Internal Audit Plan. | Louise Rosser |

| <b>Meeting Date: 21<sup>st</sup> February 2024</b> |   |               |
|--|---|---------------|
| Statement of Accounts 2022/23                      | To present for approval the 2022/23 Statement of Accounts and to consider the Authority's financial standing as at 31 <sup>st</sup> March 2023. | Rhian Hayden  |
| Audit of Financial Statements                      | To consider the report from the Council's External Auditors Wales Audit Office.   | Rhian Hayden  |
| Annual Governance Statement                        | To present the final Annual Governance Statement (AGS).   | Gemma Wasley  |
| Corporate Risk Register (Qtr 3)                    | To update Members on the Corporate Risk Register  | Louise Rosser |

| <b>Meeting Date: 20<sup>th</sup> March 2024</b> |  |  |
|---|--|--|
| Items to be identified                          |  |  |
|   |  |  |

| <b>Meeting Date: 17<sup>th</sup> April 2024</b> |  |               |
|---|--|---------------|
| Code of Governance                              | To present the revised Code of Governance for the Council. | Louise Rosser |

## Governance and Audit Forward Work Programme 2023/24

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|--------------------------------|---|---------------|
| Internal Audit Outturn 2023/24 | To present the Internal Audit Outturn for 2023/24 | Louise Rosser |
|--------------------------------|---|---------------|

| Dates for Items to be confirmed                                   |  |                              |
|---|--|------------------------------|
| Statement of Accounts 2021/22                                     | To present the 2021/22 Statement of Accounts and to consider the Authority's financial standing as at 31 March 2022. | Rhian Hayden                 |
| Audit of Financial Statements                                     | To present the report.   | Rhian Hayden                 |
| Audit Wales – Performance Data Review                             | To present the National and Local Audit Wales report.  | Sarah King                   |
| Audit Wales – Examination of the Setting of Well-being Objectives | To present the Local Audit Wales report.   | Damien McCann / Sarah King   |
| Audit Wales – Unscheduled Care Project                            | To present the National Audit Wales report.  | Tanya Evans / Alyson Hoskins |
| Risk Management Strategy and Risk Management Handbook             | To present the updated Risk Management Strategy and Risk Management Handbook   | Louise Rosser                |
| Silent Valley Waste Services                                      | To provide detail regarding the finalisation of the in-house transfer.   | Rhian Hayden                 |
| Annual Report of the Governance and Audit Committee               | To present the Annual report of the Committee.   | Louise Rosser / Chair        |
| Audit Wales – Well-being Objectives                               | To present the Audit Wales report.   | Audit Wales                  |

|   |  |                              |
|---|--|------------------------------|
| Statement of Accounts 2021/22                                     | To present the 2021/22 Statement of Accounts and to consider the Authority's financial standing as at 31 March 2022. | Rhian Hayden                 |
| Audit of Financial Statements                                     | To present the report.   | Rhian Hayden                 |
| Audit Wales – Performance Data Review                             | To present the National and Local Audit Wales report.  | Sarah King                   |
| Audit Wales – Examination of the Setting of Well-being Objectives | To present the Local Audit Wales report.   | Damien McCann / Sarah King   |
| Audit Wales – Unscheduled Care Project                            | To present the National Audit Wales report.  | Tanya Evans / Alyson Hoskins |
| Risk Management Strategy and Risk Management Handbook             | To present the updated Risk Management Strategy and Risk Management Handbook   | Louise Rosser                |
| Silent Valley Waste Services                                      | To provide detail regarding the finalisation of the in-house transfer.   | Rhian Hayden                 |
| Annual Report of the Governance and Audit Committee               | To present the Annual report of the Committee.   | Louise Rosser / Chair        |
| Audit Wales – Well-being Objectives                               | To present the Audit Wales report.   | Audit Wales                  |

## Governance and Audit Forward Work Programme 2023/24

## Appendix 1

| <b>Member Briefing Session</b>  |                                  |         |
|---|----------------------------------|---------|
| Review of progress against External and Internal Audit Recommendation | To provide an update to Members. | Various |