

**Standards & Audit Committee  
Work Programme  
2023/24**

Dates of Meetings: 19 July 2023, 6 September 2023, 30 October (Extraordinary), 23 November 2023 and 29 February 2024.  
Extraordinary TBC

Topic	Lead Officer	Description of the Report
<b>19 July 2023</b>		
Terms of Reference	Democratic Services	
Audit Progress Report for 2020/ 21 External Audit	BDO/ Jonathan Wilson	
Internal Audit Strategy 2021/22 to 2023/23 & Annual Internal Audit Plan 2023/24	Gary Clifford	
Chief Internal Auditor's Annual Report – Year ended 31 March 2022	Gary Clifford	
Gifts and Hospitality	Asmat Hussain	
Complaints received under the Members' code of conduct	Asmat Hussain	
Member Training Report	Asmat Hussain	
Work Programme	Democratic Services	Standing Item

<b>6 September 2023</b>		
External Audit Progress Update Report	BDO	
Annual Complaints & Enquiries Report 2021/22	Lee Henley	
Annual Information Governance Report April 2021 - March 2022	Lee Henley	
Regulation of Investigatory Powers Act (RIPA) 2000 – Activity Report 2021 /22	Lee Henley	
Counter Fraud & Investigation Annual Report 2022/23	Michael Dineen	
Dispensations	Asmat Hussain	
Publication of Councillors Home addresses on Register of interest	Asmat Hussain	
Work Programme	Democratic Services	
<b>30 October (Extraordinary Meeting)</b>		
Internal Audit Progress Update Report 2023-24	Gary Clifford	
Public Sector Internal Audit Standards Self-Assessment 2023	Gary Clifford	

Review of Risk and Opportunity Management, Strategy Policy and Framework Report	Andy Owen	
Verbal Update - Housing and Waste Complaints	Ewelina Sorbjan Claire Demmel	
Work Programme	Democratic Services	
<b>23 November 2023</b>		
External Audit Progress Update Report	BDO	Standing Item
Counter Fraud & Investigation Quarterly Update (Q1)	Michael Dineen	
Complaints received under the Members Code of Conduct	Asmat Hussain	
Work Programme	Democratic Services	
<b>29 February 2024</b>		
Audit Progress Report for the Year Ended 31 March 2022 – Verbal Update	BDO / Jonathan Wilson	
Internal Audit Progress Report	Gary Clifford	Standing Item
In Quarter 2 Refresh of the Strategic/Corporate Risk and Opportunity Register	Andy Owen	
Updates on Committees on Standards in Public Life	Asmat Hussain	

Code of Corporate Governance		
Members Attendance Statistics	Matthew Boulter	
Mid-Year (2023/24) Complaints and Information Governance Activity Report	Lee Henley	
Internal Audit Protocol	Gary Clifford	
Internal Audit Charter 2023	Gary Clifford	
Update on Procurement	Jonathan Wilson	
Work Programme		
<b>EXTRAORDINARY MEETING ON A DATE TO BE ARRANGED</b>		
Financial Statements and Annual Governance Statement 2020/21 Audit Completion Report	BDO / Jonathan Wilson	
A report on Members attendance at Committees	Matthew Boulter	
A report on the Counter Fraud Strategy	Michael Dineen	
Whistle blowing, Corruption and Bribery policy	Asmat Hussain	

In Quarter 4 Review of the Strategic/Corporate Risk and Opportunity Register	Andy Owen	
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**Reports for 2023/24:**

**To be covered by Internal Audit –**

Update of Program and Project Management – Mark Bradbury

A13 Widening Project – Mark Bradbury / Kevin Munnelly

Stanford-Le-Hope Transport Projects - Mark Bradbury / Kevin Munnelly

Investment Briefing – Jonathan Wilson

An item on Contract Management/ lessons learnt could be brought back to Committee and the person in charge of contracts can confirm that provisions are now in place.

A briefing note on the new changes to Procurement law in 2024 to be provided.

Update from Member Learning and Development Sub Committee – Sub Committee first

Member Training Attendance – Sub Committee first

**First meeting of municipal year 2024/25**

Register of Interests Report – Monitoring Officer

Review of the Risk and Opportunity Management

The Strategy Policy and Framework Report

Clerk: Rhiannon Whiteley

Last Updated: October 2023