

**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 21 March 2024

Topic	Lead Officer	Description of the Report
19 July 2023		
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
6 September 2023		
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	
30 October (Extraordinary Meeting)		
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	
23 November 2023		
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	
29 February 2024		
Audit Progress Report for the Year Ended 31 March 2022 – Verbal Update	BDO / Steven Mair	
Internal Audit Progress Report	Mark Chalkley/ Colin Ratcliffe	Standing Item

In Quarter 2 Refresh of the Strategic/Corporate Risk Register	Colin Ratcliffe	
Updates on Committees on Standards in Public Life	Asmat Hussain	
Code of Corporate Governance deferred	Mark Chalkley/ Asmat Hussain	
Members Attendance Statistics	Matthew Boulter	
Mid-Year (2023/24) Complaints and Information Governance Activity Report	Lee Henley	
Member Development Strategy	Matthew Boulter	
Members Training Schedule Report	Matthew Boulter	
Splitting Standards and Audit functions	Matthew Boulter	
Update on Procurement Briefing note provided		
Work Programme		
EXTRAORDINARY 21 MARCH 2024		

Financial Statements and Annual Governance Statement 2020/21 Audit Completion Report	BDO / Steven Mair	
A report on the Counter Fraud Strategy	Michael Dineen	
Whistle blowing, Corruption and Bribery policy	Asmat Hussain	
Internal Audit Charter 2023	Mark Chalkley/ Colin Ratcliffe	
Internal Audit Protocol	Mark Chalkley / Colin Ratcliffe	

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 Management

The Strategy Policy and Framework Report

Clerk: Rhiannon Whiteley
Last Updated: October 2023