

Civic Affairs and Audit Committee Rolling Work Programme

Meeting date – 30 June 2025

Report title	Short description & outcome	Link to Terms of Reference	Report author and responsible director
Member Allowances	As agreed at Annual Council meeting to review the member allowances scheme following approval of the Independent Remuneration Panel recommendations	3.4.5 (d) Review any matters within the Committee's remit and terms of reference referred to it by the Chief Executive, Chief Finance Officer, Monitoring Officer or any Body of the Council.	Dan Kalley/Robert Pollock/Tom Lewis
Internal Audit update	Provide the Committee with an update on the work programme of the Internal Audit team, including: <ul style="list-style-type: none"> • Update of audits completed. • Plan of upcoming audit work. • Topical governance risk and control matters 	3.4.4 d Receive and consider the Charter, resource requirements, plans reports and opinions of the internal auditor; ensuring effective control within the assurance framework	Jonathan Tully

	<ul style="list-style-type: none">• Approval of Strategy / Charter / Code of Ethics (n.b. these are being completed to new global audit standards, so may be deferred to next meeting – depending on progress)		
--	--	--	--

Meeting date – 15 September 2025

Report title	Short description & outcome	Link to Terms of Reference	Report author and responsible director
Whistleblowing Policy	Committee approval of periodic review of the Council's policy that supports colleagues to raise concerns.	3.4.5 a Assurance of the Council's governance, risk management framework and associated control environment and policies including the Council's Risk Register, Risk Management Strategy, 'whistleblowing', and anti-fraud and anti-corruption arrangements.	Jonathan Tully
Counter Fraud policy update	Committee review and endorsement of Counter Fraud Policy, noting work taken in response to new Economic Crime and Transparency Act	3.4.5 a Assurance of the Council's governance, risk management framework and associated control environment and policies including the Council's Risk Register, Risk Management Strategy, 'whistleblowing', and anti-fraud and anti-corruption arrangements.	Jonathan Tully

Meeting date – 17 November 2025

Report title	Short description & outcome	Link to Terms of Reference	Report author and responsible director
Internal Audit update	Provide the Committee with an update on the work programme of the Internal Audit team, including: <ul style="list-style-type: none"> • Update of audits completed. • Plan of upcoming audit work. • Topical governance risk and control matters 	3.4.4 d Receive and consider the Charter, resource requirements, plans reports and opinions of the internal auditor; ensuring effective control within the assurance framework.	Jonathan Tully
Information Governance annual report	Provide the Committee with an update on the yearly performance of the Information Governance team, including: <ul style="list-style-type: none"> • Update on compliance with information rights legislation • Update on cybersecurity for the year • Overall compliance with UK GDPR and any other information protection matters 	3.4.5 d Review any matters within the Committee's remit and terms of reference referred to it by the Chief Executive, Chief Finance Officer, Monitoring Officer or any Body of the Council.	Adam Brown
Civic Protocols and updates	Provide the Committee with updates on Civic Events and to review protocols.	3.4.5c	Dan Kalley

		Overview of the Council's Constitution and consideration of proposed amendments or revisions to the Constitution including the Schemes of Delegation, Procedure Rules and Protocols.	
--	--	--	--

Meeting date – 19 January 2026

Report title	Short description & outcome	Link to Terms of Reference	Report author and responsible director
Annual Governance Statement 2024/2025	Committee to review and approve the draft Annual Governance Statement for 2024/2025 financial year. n.b. this may be deferred to align to the approval of the Statement of Accounts (date tbc)	3.4.4 b. Review and approve the Annual General Statements (AGS)	Jonathan Tully

Meeting date – 9 March 2026

Report title	Short description & outcome	Link to Terms of Reference	Report author and responsible director
Annual Audit Committee report	Report presented outlining the work of the committee over the past 12 months, to be presented to Full Council once been through Civic Affairs & Audit Committee	3.4.2 To publish an annual report on the work of the Committee, including a conclusion on the compliance with the CIPFA Position Statement.	Jonathan Tully/Dan Kalley
Review of Council Constitution	Following review of working of Constitution since agreement in May 2025, recommendations on updates to Constitution to be presented before report presented to Annual Meeting in May 2026	3.4.5 (c) Overview of the Council's Constitution and consideration of proposed amendments or revisions to the Constitution including the Schemes of Delegation, Procedure Rules and Protocols.	Tom Lewis/Dan Kalley

Risk Management update	Periodic review / update of the Councils risk management framework and strategy	3.4.5 a Assurance of the Council's governance, risk management framework and associated control environment and policies including the Council's Risk Register, Risk Management Strategy, 'whistleblowing', and anti-fraud and anti-corruption arrangements.	Jonathan Tully / Stephanie Fisher
Internal Audit update	<p>Provide the Committee with an update on the work programme of the Internal Audit team, including:</p> <ul style="list-style-type: none"> • Update of audits completed. • Plan of upcoming audit work. <p>Topical governance risk and control matters</p>	3.4.4 d Receive and consider the Charter, resource requirements, plans reports and opinions of the internal auditor; ensuring effective control within the assurance framework.	Jonathan Tully