

## **GOVERNANCE & ETHICS COMMITTEE - WORK PROGRAMME (AS AT 25 OCTOBER 2017)**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>13 December 2017</b>			
Risk management update	Periodic update on Risk Management issues.	Paul McKay	Robert Fisher
External Audit – Annual Audit Letter 2016/17	KPMG summarises the findings from work carried out by the external auditors over the last financial year (2016/17)	Nigel Stevenson	Glen Bicknell / External Auditor
Internal Audit Limited Assurance Report – Direct Payments in Adults’ Social Care	To consider the issues identified in a recent internal audit of direct payments and the proposed actions to address them.	Rob Disney	Rob Disney
Annual Complaints Report	To provide the Committee with the annual report on complaints dealt with by the Council during 2016-17	Heather Dickinson	Jo Kirkby
Information Governance Improvement Programme	To report progress of the Information Governance Improvement Programme	Jayne Francis-Ward	Caroline Agnew
<b>1 February 2018</b>			
Review of Petitions Scheme	To review the Council’s existing Petitions Scheme.	Jayne Francis-Ward	Sue Bearman / Keith Ford
Follow up of Internal Audit Recommendations	To provide information on the Internal Audit’s high priority recommendations  To include an update on Interim Homecare audit recommendations in relation to the award of the contract for hospital discharges (as requested at committee meeting of 15 June 2017).	Rob Disney	Rob Disney
NHS Digital Audit	To review the findings of the NHS Digital Audit and progress made with delivery of the action plan.	Barbara Brady	David Gilding
Councillor Code of Conduct	To consider a draft revised Councillor Code of Conduct, prior to submission to Policy Committee for approval.	Jayne Francis-Ward	Keith Ford
<b>14 March 2018</b>			
Attendance at Outside Bodies	To review Members’ attendance at outside bodies to which they have been appointed.	Jayne Francis-Ward	Keith Ford

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Statement of Accounts 2017/18 – Accounting Policies	To outline proposed changes to the accounting policies used for the Authority’s Statement of Accounts for 2017/18 for review and approval	Nigel Stevenson	Glen Bicknell
Internal Audit Plan for 2018/19	Report from the Head of Internal Audit providing details of the planned work for 2018/19	Rob Disney	Rob Disney
External Audit Plan 2017/18	To provide information on the External Auditors’ Audit Plan for their 2017/18 Audit.	Nigel Stevenson	Glen Bicknell / External Auditor
Certification of Grants and Returns 2016/17	To provide information on the External Auditors’ Annual Report 2016/17 on the certification of Grants and Returns	Nigel Stevenson	Glen Bicknell / External Auditor
Information Governance Improvement Programme	To report progress of the Information Governance Improvement Programme	Jayne Francis-Ward	Caroline Agnew
<b>2 May 2018</b>			
Follow up of Internal Audit Recommendations	To provide information on the Internal Audit’s high priority recommendations	Rob Disney	Rob Disney
<b>13 June 2018</b>			
Risk management update	Periodic update on Risk Management issues.	Paul McKay	Robert Fisher
Annual Governance Statement	To agree the Council’s Annual Governance Statement.	Nigel Stevenson	Rob Disney
<b>25 July 2018</b>			
Follow up of Internal Audit Recommendations	To provide information on the Internal Audit’s high priority recommendations	Rob Disney	Rob Disney
Information Governance Improvement Programme	To report progress of the Information Governance Improvement Programme	Jayne Francis-Ward	Caroline Agnew