

**SUMMARY OF WORK CARRIED OUT BY THE GOVERNANCE & ETHICS COMMITTEE AGAINST ITS TERMS OF REFERENCE**

May 2019	Jun 2019	Jul 2019	Sep 2019	Nov 2019	Dec 2019	Jan 2020	Mar 2020
<b>Council-wide Governance &amp; Ethics</b>							
Gov & Ethics Cttee annual report							
Assurance Mapping Annual Report 2018/19				Assurance Mapping 2019/20 - update			
Local Code of Corporate Governance annual review	Review of Council Constitution – scope and timescales		Governance Action Plan update	Review of Council Constitution – procedure rules for meetings	Consideration of proposals regarding transparency and streaming of meetings		Governance Action Plan update
Annual Governance Statement 2018/19		Member Communication & Engagement Programme			Member Communication & Engagement Programme – update		
Committee on Standards in Public Life: Local Government Ethical Standards	National Audit Office review of governance in local government						
<b>Annual statement of accounts</b>							
Statement of accounts: Accounting policies		Statement of Accounts 2018/19					

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<b>Internal control &amp; external audit</b>							
	Follow-up of Internal Audit Reports – implementation of agreed actions	Internal Audit Update and Plan	Internal Audit structure proposals	Internal Audit Update and Plan		Follow-up of Internal Audit Reports – implementation of agreed actions	Internal Audit Update and Plan
	CIPFA Statement on the Role of the Head of Internal Audit	Head of Internal Audit Annual Report 2018/19	Internal Audit Charter – annual update	Strategic Internal Audit Plan			
External audit risk assessment			External Audit Annual Letter 2019/19		External Audit progress report		External Audit Plan - 2019/20 audit
		National Audit Office Cyber Security Guidance – progress update	National Audit Office Cloud Services Guidance	Vacant Property Management – update on changes and progress		National Audit Office Cyber Security Guidance – progress update	Objection to the accounts 2015/16 – results of external audit investigation
			Financial transparency of Local Authority maintained schools – government consultation				



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						Revised corporate complaints procedure	Democratic Services staffing structure
<b>Conduct standards</b>							
Review of outside bodies		Use of resources by Councillors - update				Use of resources by Councillors - update	Consideration of response to LGA model member code of conduct (July 2020)
<b>Alleged breaches of conduct</b>							
<b>Issues from members' allowances</b>							
	Resources for Education Appeals Panel Members						
<b>Councillors' divisional funds</b>							
	Update on use of Councillors' Divisional Funds				Update on use of Councillors' Divisional Funds		
<b>Statutory independent person's recruitment</b>							
Appointment of independent persons – endorsement of appointments			Appointment of independent persons – endorsement of appointment				

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<b>Training &amp; development</b>							
GDPR/information Governance Training		Internal Audit – presentation by Internal Audit & Business Services Centre					
		Institute of Internal Auditors’ Guidance for Audit Committees – self-assessment					