

**Audit and Corporate Governance Committee
Work Plan 2022/23**

Thursday 17th November 2022, 7.00pm – preceded by Internal Audit training on Risk Management

Agenda Item	Report Frequency	Responsible Officer	Term(s) of Reference Engaged	Notes
Financial Reporting and External Audit Update	Ah hoc	Financial Reporting Manager	29, 35	Delayed from cancelled September meeting
Annual Reward & Terms and Conditions Update	Annual	Director of People and Inclusion	45	Delayed from cancelled September meeting
Amendments to the Terms of Reference and Hearing Procedures of the Licensing Panels	Ad hoc	Borough Solicitor	49	Delayed from cancelled September meeting Reference from the Licensing Committee asking the ACGC to recommend to Council amendments to allow the Licensing Panel to hear sexual entertainment venue licence applications
Proposed Changes to the Terms of Reference of the Planning Committee and Membership of the Strategic Panel set out in the Planning Protocol	Ad hoc	Director of Economy, Regeneration and Investment/Borough Solicitor	49	Delayed from cancelled September meeting Reference from the Planning Committee asking the ACGC to recommend to Council minor amendments to the terms of reference of the Planning Committee and the membership of the Strategic Panel
Annual Governance Statement 2021/22	Annual	Head of Treasury and Financial Services	5	The Committee must approve the Annual Governance Statement prior to approval of the Statement of Accounts for the same financial year.
Interim Internal Audit Annual Report 2022/23	Annual	Head of Internal Audit, Investigations and Risk Management	22	The purpose of the report is to provide the outcomes of the work of the internal audit function which is a key source of assurance on the mitigation of risk. Current best practice suggests a mid-year interim report be supplied to the Committee. High level summaries of specific internal audit reports are contained within this report.

Principal Risk Report	Annual	Head of Internal Audit, Investigations and Risk Management	7, 8, 9	CIPFA guidance suggests that the local authority audit committees should 'Consider the effectiveness of the authority's risk management arrangements and the control environment.'
Treasury Management Report – April to Sep 2022	Twice yearly	Head of Treasury and Financial Services	44	CIPFA's 2011 Code of Practice for Treasury Management says that Members should be informed of Treasury Management activities at least twice a year. This Committee considers these reports in line with its role under the Treasury Management Scheme of Delegation.
Polling District Review and Update on the Elections Act 2022	Ad hoc	Borough Solicitor	47	

Thursday 23rd February 2023, 6.30pm

Agenda Item	Report Frequency	Responsible Officer	Term(s) of Reference Engaged	Notes
Final Accounts and External Auditor's Reports to Those Charged with Governance 2019/20	Annual	Financial Reporting Manager	35, 37	
Final Accounts and External Auditor's Reports to Those Charged with Governance 2020/21	Annual	Financial Reporting Manager	35, 37	
Accounting Policies for Statement of Accounts 2021/22	Annual	Financial Reporting Manager	36	
External Audit Strategy and Accounts Update 2021/22	Annual	Financial Reporting Manager	29	

Camden Learning Accounts 2021/22	Annual	Camden Learning	35	The Committee will not approve these accounts, as Camden Learning is a separate body, partly owned by the Council.
Members Allowances Scheme 2023/24	Annual	Borough Solicitor	48	The Council is required by law to annually agree a Members' allowances scheme.
Pay Policy Statement 2023/24	Annual	Director of People and Inclusion	45	Local authorities are statutorily obliged to agree an annual pay policy statement for the start of each financial year. This Committee considers the statement before referral to late Feb/early March Council.
Camden Living Accounts 2021/22	Annual	Head of Finance (Supporting Communities)	35	The Committee will not approve these accounts, as Camden Living is a separate body, albeit wholly owned by the Council.
Minor Constitutional Changes	Ad hoc	Borough Solicitor	49	

Thursday 30th March 2023, 6.30pm

Agenda Item	Report Frequency	Responsible Officer	Term(s) of Reference Engaged	Notes
Annual Audit Letter and Certification of Claims and Returns 2020/21	Annual	Financial Reporting Manager	29	The Council is required to submit claims and returns to government to show how it has spent some of its resources and whether the Council has complied with any conditions in place. Consequently, the government requires the grant submission to be independently reviewed and certified by the council's external auditor.
External Audit Strategy 2022/23	Annual	Financial Reporting Manager	29	
Final Accounts and External Auditor's Reports 2021/22	Annual	Financial Reporting Manager	35, 37	

Accounting Policies for the Statement of Accounts 2022/23	Annual	Financial Reporting Manager	36	
Annual Internal Audit Plan 2023/24	Annual	Head of Internal Audit, Investigations and Risk Management	22	The Council has a statutory duty to maintain an adequate and effective internal audit function and the Committee is asked to agree the annual internal audit plan to ensure the effective management of the internal audit function.
Principal Risk Update	Annual	Head of Internal Audit, Investigations and Risk Management	7, 8, 9	CIPFA guidance suggests that the local authority audit committees should 'Consider the effectiveness of the authority's risk management arrangements and the control environment.'
Principal Risk Deep Dives	Bi-annual	Head of Internal Audit, Investigations and Risk Management	7, 8, 9	
Risk Management Framework		Head of Internal Audit, Investigations and Risk Management		
Constitutional Changes to be Presented to Statutory Council	Annual	Borough Solicitor	49	At the statutory Council meeting at the start of each municipal year, the Borough Solicitor submits a report establishing the bodies within the Constitution and their terms of reference. In the past this has also included small constitutional changes which constitute tidying of the document. However should any substantive changes be proposed, they will be referred to this Committee in line with its terms of reference.
Annual Review of the Committee's Effectiveness	Annual	Director of Finance	41	Possibly June 2023