

<b>REPORT TO:</b>	Audit and Governance Committee 7 July 2022
<b>SUBJECT:</b>	Work Programme and Action Tracker 2022-23
<b>LEAD OFFICER:</b>	Stephen Rowan, Head of Democratic Services and Scrutiny
<b>ORIGIN OF ITEM:</b>	The Work Programme is scheduled for consideration at every ordinary meeting of the Audit and Governance Committee
<b>BRIEF FOR THE COMMITTEE:</b>	To consider any additions, amendments or changes to the agreed work programme for 2022-23

## 1. EXECUTIVE SUMMARY

- 1.1 This agenda item details the Committee's proposed work programme for the 2022-23 municipal year.
- 1.2 The Committee has the opportunity to discuss any amendments or additions that it wishes to make to the work programme.

## 2. WORK PROGRAMME

- 2.1 The proposed work programme is attached at Appendix 1.
- 2.2 The Audit and Governance Committee has proposed to use Assurance Mapping as its means of developing and progressing the business of the Committee. Assurance Mapping is recognised as a good tool to support Audit Committees in their role of providing independent assurance of the organisation's internal controls and risk management.
- 2.3 This involves using the [Committee's Terms of Reference](#) detailed in Part 3 of the Constitution, paragraph 2.3, to ensure that the Committee covers all of its functions and meets its delegated responsibilities.
- 2.4 **Additional Items**  
Members of the Committee are invited to suggest any other items that they consider appropriate for the Work Programme. However, due to the limited time available at Committee meetings, Members are strongly encouraged to

not propose meeting agendas that contain more than three hours of substantive business in order to allow full consideration of the items on any given agenda.

The Committee should also be mindful that the Council is operating under both very restricted resources and, while no longer formally subject to section 114 spending restrictions, the Council has resolved to continue to operate in accordance with such restrictions. To that end, Members should be mindful that requests for additional reports will need to be considered in the wider context of demand for Council resources and the requirement for the Council to only incur expenditure on statutory functions.

### **2.5 Participation in Audit and Governance Committee meetings**

Members of the Committee are also requested to consider any persons that it wishes to attend future meetings to assist in the consideration of specific agenda items. This may include Cabinet Members, Council or other officers or representatives of partner organisations where the Committee feels that attendance would support their ability to fully consider specific items of business.

## **3 Action Tracker**

- 3.1 The Action Tracker is attached as Appendix 2. This will be monitored by Democratic Services in consultation with officers following each meeting and will be presented alongside the Work Programme as a means of identifying areas of work for the Committee.

## **4 RECOMMENDATIONS**

- 4.1 The Committee is recommended to agree the Work Programme 2022-23 and amendments.
- 4.2 The Committee is asked to note and comment on the Action Tracker.

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**CONTACT OFFICER:** Marianna Ritchie  
Senior Democratic Services and Governance Officer  
Council and Regulatory

**BACKGROUND DOCUMENTS:** None

**APPENDIX 1:** Audit and Governance Committee Work Programme 2022-23

**APPENDIX 2:** Audit and Governance Committee Action Tracker 2022-23