

**Standards & Audit Committee
Work Programme
2023/24**

Dates of Meetings: 19 July 2023, 6 September 2023, 23 November 2023 and 29 February 2024

| Topic | Lead Officer | Description of the Report |
|---|----------------------|---------------------------|
| 19 July 2023 | | |
| Terms of Reference | Democratic Services | |
| Audit Progress Report for 2020/ 21 External Audit | BDO/ Jonathan Wilson | |
| Internal Audit Strategy 2021/22 to 2023/23 & Annual Internal Audit Plan 2023/24 | Gary Clifford | |
| Chief Internal Auditor's Annual Report – Year ended 31 March 2022 | Gary Clifford | |
| Gifts and Hospitality | Asmat Hussain | |
| Complaints received under the Members' code of conduct | Asmat Hussain | |
| Member Training Report | Asmat Hussain | |
| Work Programme | Democratic Services | Standing Item |
| | | |

| 6 September 2023 | | |
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| Annual Complaints & Enquiries Report 2021/22 | Lee Henley | |
| Annual Information Governance Report April 2021 - March 2022 | Lee Henley | |
| Regulation of Investigatory Powers Act (RIPA) 2000 – Activity Report 2021 /22 | Lee Henley | |
| In Quarter 2 Refresh of the Strategic/Corporate Risk and Opportunity Register | Andy Owen | |
| Counter Fraud & Investigation Performance Report Q4 & Q1 | Michael Dineen | |
| Dispensations | Asmat Hussain | |
| Publication of Councillors Home addresses on Register of interest | Asmat Hussain | |
| Work Programme | Democratic Services | |
| 23 November 2023 | | |
| Internal Audit Charter 2022 | Gary Clifford | |
| Internal Audit Protocol | Gary Clifford | |
| Counter Fraud & Investigation Quarterly Update (Q2) | Michael Dineen | |

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| Complaints received under the Members Code of Conduct | Asmat Hussain | |
| Register of Interests Report | Asmat Hussain | |
| Internal Audit Progress Report 2022/23 | Gary Clifford | |
| Member Training Attendance | Matthew Boulter | |
| Updates on Committees on Standards in Public Life | Asmat Hussain | |
| Work Programme | Democratic Services | |
| 29 February 2024 | | |
| Audit Progress Report for the Year Ended 31 March 2022 – Verbal Update | BDO / Jonathan Wilson | |
| In Quarter 4 Review of the Strategic/Corporate Risk and Opportunity Register | Andy Owen | |
| Counter Fraud & Investigation Quarterly Update (Q3 Oct-Dec) | Michael Dineen | |
| Members Attendance Statistics | Matthew Boulter | |
| Update from Member Learning and Development Sub Committee | Matthew Boulter | |
| Work Programme | | |

Reports for 2023/24:

Update of Program and Project Management – Mark Bradbury

A13 Widening Project – Mark Bradbury / Kevin Munnely

Stanford-Le-Hope Transport Projects - Mark Bradbury / Kevin Munnely

Investment Briefing – Jonathan Wilson

Financial Statements and Annual Governance Statement 2020/21 - BDO / Jonathan Wilson

Audit Completion Report – BDO/ Jonathan Wilson

Clerk: Rhiannon Whiteley

Last Updated: July 2023