



NORWICH City Council

Committee Name: Audit
Committee Date: 29/11/2022
Report Title: Work Programme

Portfolio: Councillor Kendrick, cabinet member for resources
Report from: Executive director of corporate and commercial services
Wards: All Wards

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Purpose

This report sets out the committee's work programme to fulfil its terms of reference as set out in the council's constitution and agreed by council.

Recommendation:

It is recommended that the committee considers and agrees the work programme, and if further information is required.

Policy Framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the corporate priority to ensure Norwich City Council is in good shape to serve the city.

Report Details

Introduction

1. In accordance with its terms of reference, which is part of the constitution, the committee should consider the proposed work programme, set out below. The terms of reference meet the relevant regulatory requirements of the council for accounts and audit matters, including risk management, internal control and good governance.
2. The programme includes requests for further information agreed by the committee and reflects the actions identified as part of the committee's self-assessment.
3. The committee may wish to propose further reports on additional topics relevant to the committee's terms of reference.

Considerations

4. The committee considers risk management at least twice a year.
5. The committee's self-assessment action plan was approved in January 2022. It is proposed that the committee will conduct a self-assessment annually. The action plan has been attached to this report at Appendix A, updated to reflect completed actions, and for members to consider as part of the work planning for this committee. It is proposed that the committee conducts its second self-assessment as an informal meeting in December (date to be approved) to feed into a report at the January 2023 meeting of the committee.
6. The committee requested an informal session on "Understanding Cyber risk" which was held on 26 September 2022. The session was facilitated by Clive Morgan, infrastructure security support manager, using the LGA Councillor Questionnaire template, assisted by Julia Medler, head of customers, IT and digital. Following this session, it has been agreed to include a new cyber dashboard in the CLT quarterly assurance reports. The chair of audit committee has requested that a confidential report is provided to the committee at least twice a year. This will provide a useful way to update and provide assurance to members of the committee on the work that the head of customers, IT and digital and the infrastructure security support manager are doing.

Work Programme 2022/23

7. The proposed work programme for the remainder of 2022/23, is as follows:

17 January 2023

Executive director of corporate and commercial services:

- Internal audit Q3 Update
- Audit Committee Self-Assessment
- Work Programme

Executive director of community services

- Cybersecurity – assurance – exempt report

21 March 2023

Executive director of corporate and commercial services:

- Annual Governance Statement 2021-2022
- Statement of Accounts and Audit Results Report 2021-2022
- Internal Audit Plan 2023-24
- Risk Register Update
- Work Programme

Training and informal sessions

8. The annual training session for members of the committee was conducted on Monday, 3 October 17:00 and was well received by the members who attended the session.
9. The membership of the committee has not been assessed against the core knowledge and skills framework. As the first stage of the annual review of the committee's self-assessment, it is proposed to hold an informal session for members, before the start of the formal business of the committee, to identify any training/knowledge requirements that can be addressed.
10. As part of the self-assessment exercise last year the committee evaluated how it added value. The committee will require an informal session to consider the provide strengths and weaknesses in each area. It is proposed to hold an informal session as soon as possible.
11. The committee has expressed a desire to hold an informal workshop to influence development of the Annual Governance Statement for 2022/23 and the annual review of the Code of Corporate Governance. It is suggested to hold this session in early March 2023, with dates to be circulated in due course.

Consultation

12. The committee will review the work programme at each meeting.

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

13. The service expenditure falls within the parameters of the annual budget agreed by the council.

Legal

14. There are no direct legal implications arising from this report; reviewing its work programme supports the audit committee in delivering its role effectively, operating in line with good practice identified by CIPFA, supported by DLUHC.

Statutory Considerations#

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

Risk Management

Risk	Consequence	Controls Required
Include operational, financial, compliance, security, legal, political or reputational risks to the council	There are no risk implications.	None Risk management reports feature in the programme.

Other Options Considered

15. There is no alternative. The committee may wish to propose further reports on additional topics relevant to the committee's terms of reference.

Reasons for the decision/recommendation

16. As a result of the delivery of the work programme the committee will have assurance through audit conclusions and findings that internal controls, governance and risk management arrangements are working effectively or confirmation that there are plans in place to strengthen controls.

Background papers:

None

Appendices:

Appendix A – Self Assessment Action plan, amended November 2022

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Appendix A – Self Assessment Action Plan

Question	Assessment	Action	Proposed Target Date	Comments
4	Partly	Training to be considered for members to raise awareness of the role of the Audit Committee. Training to be provided for any independent committee members appointed.	July 2022	Completed
8	Partly	Following this initial assessment, it is recommended that an annual self-assessment is carried out by the Audit Committee.	Ongoing annually	
9	Cp	Treasury management is included within the list of wider areas of involvement for Audit Committees. The Committee requests that CLT and the Constitution Working Party considers whether the treasury management framework should be reviewed by the Audit Committee.	July 2022	The Treasury Management Committee held its inaugural meeting on 14 November 2022
12	Completed	To enhance knowledge skills and independence of the committee, an independent member will be appointed using the appropriate process.	July 2022	Appointment made July 2022
15	No	The membership of the committee has not been assessed against the core knowledge and skills framework. This has been circulated by the Audit Manager requesting that any training/knowledge requirements are identified by members.	April 2022	Informal session to be held before the start of the audit committee on 29 November 2022
18	Partly	Feedback would be received by the committee as part of the presentation of the annual report. However, the committee suggests that a survey of staff and other members interacting with the committee is undertaken to provide feedback.	June 2022	The Annual Report of the Audit Committee will be considered at Council on 22 November 2022
19	Partly	As part of the self-assessment exercise the committee has evaluated how it is adding value. Part two of the self-assessment will be carried out as a part of next year's review to provide examples of strengths and weaknesses in each area.	October 2022	Date to be arranged.
20	Partly	It is recommended that the actions arising from this assessment are monitored to completion by the committee.	Ongoing	