

COMMITTEE ANNUAL WORK PROGRAMME 2021/22

GOVERNANCE & PERFORMANCE WORKING GROUP

| Terms of Reference Area | 6Sep 2021 | 8 Nov 2021 | 28 Feb 2022 | 23 May 2022 | Supporting Information |
|---|--------------|---------------|----------------|----------------|--|
| Audit Activity | | | | | |
| Scrutinise recommendations of external audit reports | X | X | X | X | <ul style="list-style-type: none"> • Quarterly progress reports • Annual audit and inspection letter |
| Review internal audit activity (actual and proposed) to ensure it provides the required level of assurance and recommend the annual internal audit plan to FRA | | | | X | |
| Monitor progress of significant audit corrective actions | | X | | X | |
| Governance & Risk Management Framework | | | | | |
| Oversee information for the production of the AGS | X | X | X | X | |
| Possible areas for scrutiny reviews: <ul style="list-style-type: none"> • Collaboration • HMICFRS Inspections • Actions on HMICFRS Recommendations • HR/Payroll System • Review of DFRS Contracts • Workforce Planning • Covid-19 Recovery • Corporate Risk | | | | | As directed, ensuring Members engage in the scrutiny process. Consider use of criteria to determine need |

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| Annual report and opinion from Internal Audit | | | | X | To support the preparation of the AGS |
| Independent evaluation of Internal Audit | | | | X | |
| Review of the IRMP including community, corporate and portfolio risks | X | X | X | X | Report using the Performance Management Dashboard – a web-based application that reports on real time performance. |
| Scrutiny Functions | | | | | |
| Scrutinise relevant performance management information | X | X | X | X | Supported by the Performance Management Dashboard – a web-based application that reports on real time performance. |
| Accounts | | | | | |
| Scrutinise and review the Annual Statement of Accounts | X | | | | |
| Areas to be reported as appropriate | | | | | |
| <ul style="list-style-type: none"> • Review issues arising from external audit reports as appropriate • Treasurer updates as required | | | | | |