	Work Item	Author	Attendee	Category
24th June 2024				
1	Internal Audit update report	Angela Laycock	Angela Laycock Liz Gott	Internal Audit
2	Review of Internal Control – Governance Framework and Assurance Map	Kate Sadler / Liz Gott	Kate Sadler	Statutory
3	Informing the Audit Risk Assessment 22-23	Mary Hasnip	Mary Hasnip	External Audit
4	Receipt of External Auditors – Audit Plan 22-23	Mary Hasnip	GT	External Audit
5	Draft annual report 2023 / 2024 of CGAC to Council	Liz Gott	Kate Sadler	Effectiveness
6	Standing Item – Work Programme and Member Development Plan	Liz Gott	Liz Gott	Standing Item
29th July 2024				
1	Internal Audit Annual report and opinion (including assurance in respect of RIPA) 2023-24	Jonathan Foster	Jonathan Foster	Statutory
2	Draft Statement of Accounts (for information)	Mary Hasnip	Mary Hasnip	Statutory
3	Interim Annual Governance Statement (for information)	Kate Sadler	Kate Sadler	Statutory
4	Annual assurance report on decision making	Liz Gott	Liz Gott	Annual Assurance
5	Governance arrangements to support Core Business Transformation	Suzanne Hopes		Ad hoc Assurance

	Work Item	Author	Attendee	Category
6	Standing Item – Work Programme and Member Development Plan	Liz Gott	Liz Gott	Standing Item

23rd September 2024

	Work Item	Author	Attendee	Category
1	Annual assurance report on planning regulation and enforcement arrangements	Helen Cerroti	David Feeney	Annual Assurance
2	Annual assurance report on procurement policies and practices	Kieron Dennett Lewis Sinkala	Kieron Dennett Lewis Sinkala	Annual Assurance
3	Internal Audit update report	Angela Laycock	Angela Laycock Jonathan Foster Liz Gott	Internal Audit
4	Mid-year update of the ICO Action Plan.	Aaron Linden	Aaron Linden	Ad-Hoc Assurance
5	Approval of Annual Governance Statement 2024	Kate Sadler	Kate Sadler	Statutory
6	Receipt and approval of Audited Accounts and External Auditors Audit Report for 2022 - 23	Mary Hasnip	Mary Hasnip Grant Thornton	Statutory
7	Standing Item – Work Programme and Member Development Plan	Liz Gott	Liz Gott	Standing Item

25th November 2024

	Work Item	Author	Attendee	Category
1	Receipt of External Auditor's Annual Report setting out findings of 2023-24 Value for Money Review	Mary Hasnip	Grant Thornton	External Audit
2	Receipt of External Auditor's IT report 2023-24	Mary Hasnip	Grant Thornton	External Audit
3	Annual report on financial planning and management arrangements (to include Treasury Management)	Richard Ellis	Richard Ellis	Annual Assurance

	Work Item	Author	Attendee	Category
4	Annual assurance report on corporate performance management arrangements	Emma Kamillo-Price Mike Eakins	Emma Kamillo-Price	Annual Assurance
5	Annual assurance report on corporate risk and resilience arrangements	Tim Rollett Leanne Cummings	Tim Rollett Leanne Cummings	Annual Assurance
6	Standing Item – Work Programme and Member Development Plan	Liz Gott	Liz Gott	Standing Item

3rd February 2025

	Work Item	Author	Attendee	Category
1	Internal Audit update report	Jonathan Foster	Angela Laycock	Internal Audit
2	Joint annual report on information governance from Data Protection Officer and Caldicott Guardian	Aaron Linden	Aaron Linden Shona McFarlane	Annual Assurance
3	Update report on Integrated Digital Services (IDS) Governance	Andrew Byrom	Andrew Byrom	Annual Assurance
4	Receipt and approval of Audited Accounts and External Auditors Audit Report for 2023-24.			External Audit
5	Standing Item – Work Programme and Member Development Plan	Liz Gott	Liz Gott	Standing Item

24th March 2025

	Work Item	Author	Attendee	Category
1	Receipt of Internal Audit planning report	Jonathan Foster	Jonathan Foster	Internal Audit
2	Annual assurance report on employment policies and procedures and employee conduct	Jess Dolphin / Claire Matson	Andy Dodman	Annual Assurance

	Work Item	Author	Attendee	Category
3	Proposed Work Programme and Member Development Plan 2025-26	Kate Sadler	Kate Sadler	Effectiveness
4	Standing Item – Work Programme and Member Development Plan	Liz Gott	Liz Gott	Standing Item