

**AUDIT COMMITTEE WORK PROGRAMME**

**1 Purpose**

- 1.1 To discuss, amend and approve the future work programme for the Audit Committee.

**2 Recommendations/for decision**

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| 2.1 | The Committee is asked to review, amend and approve the proposed work programme. Appendix 1 |
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**3 Supporting information**

- 3.1 The proposed programme has been prepared taking into account the comments and requests made at previous Audit Committee meetings and the requirements of the Internal and External Audit process.
- 3.2 The Committee is asked to consider whether they wish to add or remove any items and whether the timing of items is appropriate to their needs.
- 3.3 The Committee is also asked to consider whether there are any additional areas or topics not included in the current work programme which they would like to add.

**4 Reasons for Recommendation**

- 4.1 To allow members of the Audit Committee to amend and agree their work programme.

**5 Resource implications**

- 5.1 An allowance is always included in the Annual Assurance Plan to support the work of the Audit Committee. There are no additional direct resource requirements arising from this report.

Contact Officer

Evelyn Kaluza Business Assurance Services Manager  
Tel: 01296 585549

Background Documents

None

## AUDIT COMMITTEE WORK PROGRAMME 2015-16

Item	Contact Officer	9 Nov 2015	25 Jan 2016	21 Mar 2016	25 July 2016
Audit Committee Work Programme	Evelyn Kaluza	X	X	X	X
Member Training / Briefing Sessions	Evelyn Kaluza		X		X
Audit Committee Annual Report	Evelyn Kaluza			X	
External Audit Plan & fee letter	David Guest			X	
External Audit - Audit Results Report (ISA 260)	David Guest				
External Audit Annual Letter	David Guest	X			
External Audit AGR for Grant Claims	David Guest		X		
External Audit Update / Progress Report	David Guest	X	X		X
Assurance Strategy and Plan	Evelyn Kaluza			X	
Assurance Progress Report	Evelyn Kaluza	X	X	X	X
Audit Committee Review of Effectiveness	Evelyn Kaluza			X	
Risk Management Progress Report	Evelyn Kaluza				
Fraud Progress	Evelyn Kaluza		X		
Business Assurance Services Manager's Annual Report	Evelyn Kaluza				X
Annual Governance Statement	Evelyn Kaluza			X	X
Statement of Accounts	Tony Skeggs				X
Post Audit Statement of Accounts	Tony Skeggs				
Working Balances	Tony Skeggs			X	