

AUDIT COMMITTEE WORK PROGRAMME – SEPTEMBER 2017

1. Purpose

- 1.1 To discuss, amend and approve the future work programme up to March 2019 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 detailed at 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 Business Assurance Plan to support the work of the Audit Committee. There are no additional direct resource requirements arising from this report.

Contact Officer

Kate Mulhearn – Corporate Governance Manager
Tel: 01296 585724

Background Documents

None

AUDIT COMMITTEE WORK PROGRAMME 2017-18 & 2018-19

Item	Contact Officer	25 Sep	13 Nov	22 Jan	26 Mar	26 Jun	23 July	8 Oct	28 Jan	25 Mar
		2017	2017	2018	2018	2018	2018	2018	2019	2019
Audit Committee Work Programme	Kate Mulhearn	X	X	X	X	X	X	X	X	X
Member Training / Briefing Sessions (TBC)	Kate Mulhearn	X	X	X	X	X	X	X	X	X
Audit Committee Annual Report	Kate Mulhearn	X						X		
Audit Committee Review of Effectiveness	Kate Mulhearn	X						X		
External Audit Plan & fee letter	Strategic Finance Manager *			X					X	
External Audit - Audit Results Report (ISA 260)	Strategic Finance Manager *	X					X			
External Audit Annual Letter	Strategic Finance Manager *	X					X			
External Audit AGR for Grant Claims	Strategic Finance Manager *			X					X	
External Audit Update / Progress Report	Strategic Finance Manager *				X	X				
Annual Internal Audit Strategy and Plan	Kate Mulhearn				X					X
Internal Audit Annual Report	Kate Mulhearn					X				
(Draft) Annual Governance Statement	Kate Mulhearn				(X)	X				
Internal Audit Progress Report & Internal Audit Review Reports	Kate Mulhearn	X	X	X	X	X	X	X	X	X
Risk Management Report	Kate Mulhearn	X	X	X	X	X	X	X	X	X
Fraud Update Report	Kate Mulhearn		X					X		
Reviews of Company Governance	Kate Mulhearn	X	X							
Statement of Accounts	Andrew Small					X				
Post Audit Statement of Accounts	Andrew Small	X					X			
Working Balances	Andrew Small				X					X

* Reports will be prepared and presented by External Audit Manager, Adrian Balmer (EY)