

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 Internal Audit 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 2018-19 & 2019-20

Item	Contact Officer	26 Jun 2018	23 July 2018	8 Oct 2018	28 Jan 2019	25 Mar 2019	26 Jun 2019	29 Jul 2019	7 Oct 2019
Audit Committee Work Programme	Kate Mulhearn	X	X	X	X	X	X	X	X
Member Training / Briefing Sessions (TBC)	Kate Mulhearn	X	X	X	X	X	X	X	X
Audit Committee Annual Report	Kate Mulhearn				X			X	
Audit Committee Review of Effectiveness	Kate Mulhearn				X				
External Audit Plan & fee letter	Nuala Donnelly				X				
External Audit - Audit Results Report (ISA 260)	Nuala Donnelly		X					X	
External Audit Annual Letter	Nuala Donnelly		X					X	
External Audit AGR for Grant Claims	Nuala Donnelly				X				
External Audit Update / Progress Report	Nuala Donnelly	X		X			X		X
Annual Internal Audit Strategy and Plan	Kate Mulhearn	X				X	X		
Internal Audit Annual Report	Kate Mulhearn	(X)	X				X		
(Draft) Annual Governance Statement	Kate Mulhearn	(X)	X				(X)	X	
Internal Audit Progress & Internal Audit Review Reports	Kate Mulhearn	X	X	X	X	X	X	X	X
Risk Management Report	Kate Mulhearn	X	X	X	X	X	X	X	X
Fraud Update Report (as required)	Kate Mulhearn								
Reviews of Company Governance	Kate Mulhearn								
Statement of Accounts	Andrew Small	X					X		
Post Audit Statement of Accounts	Andrew Small		X					X	
Working Balances	Andrew Small					X			

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

AUDIT COMMITTEE: ACTIONS TRACKER 2017-2019

Decision			Tracking			
Meeting Date Action ID	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)

ACTIONS ONGOING

27/11/2017 AT 1/17	Planning and Planning Enforcement Review (IA Progress Report) 1. To monitor progress made in putting in place KPIs and a meaningful complaints system for Planning and Planning Enforcement	Henry Allmand	Yes	Audit Audit	22/1/18 8/10/18	√ O
12/06/2018 AT 5/18	Aylesbury Vale Broadband Report 1. To monitor implementation of AVB report recommendations, as per Audit Committee recommendations	Kate Mulhearn	Yes	Council Cabinet Audit	28/6/18 10/7/18 8/10/18	√ √ O
12/06/2018 AT 6/18	Corporate Risk Register (28 June 2018 meeting) Request to Strategic Board as follows:- 1. Add a new risk relating to the quality of planning service delivery 2. Risk 10 (Technical Professional Specialists) – maintain risk rating at ‘High’ 3. Fail to manage & deliver the requirements of the SLA for HS2 – keep on CRR for the time being. 4. Woodlands Development – consider adding as a new risk	Kate Mulhearn	Yes	Strategic Board Audit	5/9/18 8/10/18	√ O