

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	15 July	25 Nov	27 Jan	24 Mar
		2019	2019	2020	2020
Audit Committee Work Programme	Kate Mulhearn	X	X	X	X
Member Training / Briefing Sessions (TBC)	Kate Mulhearn	X	X	X	X
Audit Committee Annual Report	Kate Mulhearn		X		
Audit Committee Review of Effectiveness	Kate Mulhearn				
External Audit Plan & fee letter	Nuala Donnelly			X	
External Audit - Audit Results Report (ISA 260)	Nuala Donnelly		X		
External Audit Annual Letter	Nuala Donnelly		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			
Internal Audit Annual Report	Kate Mulhearn	X			X
Annual Governance Statement	Kate Mulhearn		X		
Internal Audit Progress & Internal Audit Review Reports	Kate Mulhearn	X	X	X	X
Risk Management Report	Kate Mulhearn	X	X	X	X
Fraud Update Report (as required)	Kate Mulhearn				
Statement of Accounts (pre audit)	Andrew Small	X			
Post Audit Statement of Accounts	Andrew Small		X		
Working Balances	Andrew Small				X

* Reports will be prepared and presented by External Audit Manager, Sue Gill (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

08/10/2018 AT 7/18	Internal Audit Progress Report 1. To ensure that a review of the Taxi Safeguarding policy was considered for inclusion in the Internal Audit Plan for 2019/20	Kate Mulhearn	Yes	Audit	25/3/2019	O
28/01/2019 AT 1/19	External Audit Plan and Fee Letter 1. Results of the audit work on the impact of the unitary decision on the Council's capacity to manage its operation during the transition stage	Nuala Donnelly	Yes	Audit	7/10/2019	O
28/01/2019 AT 2/19	Internal Audit Progress Report 1. That, should the outstanding actions and implementation of the findings of the Safeguarding 2016/17 Review not be completed by the end of March 2019, senior Officers and the Cabinet Member be requested to attend the Audit Committee in June 2019 to provide an update on the lack of progress.	Kate Mulhearn	Yes	Audit	25/3/2019	O