

## AUDIT COMMITTEE WORK PROGRAMME 2019/2020

| DATE OF MEETING | TITLE  | TYPE OF REPORT  | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES   |
|-----------------|--|-----------------|--------------|---|
| 3 June 2019     | Appointment of Vice-Chairman                                   |                 |              |   |
| 3 June 2019     | Training/Briefing – Audit Committee: An Introduction           |                 | K Woodward   |   |
| 3 June 2019     | Revised External Audit Plan                                    |                 | M Hodgson    | To consider the revised External Audit Plan.  |
| 3 June 2019     | Corporate Risk Register  | Monitoring      | G Greaves    | To note the report which presents the changes to the Risk Register since the last report.                                   |
| 3 June 2019     | Draft Annual Governance Statement covering the 2018/2019 year. | Monitoring      | G Greaves    | To receive and note the draft Annual Governance Statement for the 2018/2019 year  |
| 3 June 2019     | Internal Audit Annual Report and Opinion 2018/2019             | Annual          | K Woodward   | To receive the Audit Manager's Annual Report.   |
| 3 June 2019     | Internal Audit Full Year Progress Report 2018/2019             | Progress Report | K Woodward   | To receive the Audit Manager's Annual report.   |
| 3 June 2019     | Audit Committee Effectiveness Report                           | Cabinet         | K Woodward   | To review the work of the Audit Committee during 201/2019 and consider if the Committee has effectively fulfilled its role. |

| DATE OF MEETING | TITLE   | TYPE OF REPORT | LEAD OFFICER                          | OBJECTIVES AND DESIRED OUTCOMES  |
|-----------------|---|----------------|---------------------------------------|--|
| 3 June 2019     | Membership of Audit Committee Cross Party Membership – KLIC Review report |                |                                       | The report invites the Audit Committee to arrange for the appointment of Members to serve on the Cross Party Working Group which was established during 2018/2019 to look at the KLIC Review Report. |
| 29 July 2019    | Training/Briefing – subject to be identified                              |                |                                       |  |
| 29 July 2019    | Statement of Accounts<br><b>(to be deferred – date to be agreed)</b>      |                | L Gore/<br>Financial Services Manager |  |
| 29 July 2019    | External ISA 260 Report   |                | L Gore/<br>Financial Services Manager |  |
| 29 July 2019    | Annual Governance Statement Covering the 2018/2019 year                   | Annual         | G Greaves                             | To approve the Annual Governance Statement for the 2018/2019 year.   |
| 29 July 2019    | Treasury Outturn Report 2018/2019   |                | Financial Services Manager            |  |

| <b>DATE OF MEETING</b> | <b>TITLE</b>                                      | <b>TYPE OF REPORT</b> | <b>LEAD OFFICER</b>        | <b>OBJECTIVES AND DESIRED OUTCOMES</b>   |
|------------------------|---|-----------------------|----------------------------|--|
| 16 September 2019      | Training/Briefing – Statement of Accounts         |                       |                            |  |
| 16 September 2019      | Annual Audit Letter for Year ending 31 March 2019 | Annual Audit Letter   | L Gore                     |  |
| 16 September 2019      | Report from Cross Party Working Group – KLIC      |                       | Cross Party Task Group     | To report back to the Audit Committee on the work undertaken by the Cross Party Working Group. |
|                        |   |                       |                            |  |
| 11 November 2019       | Training – subject to be identified               |                       |                            |  |
| 11 November 2019       | Business Continuity Update                        | Annual Update         | G Greaves                  |  |
| 11 November 2019       | Corporate Risk Register Monitoring Report         | Monitoring            | G Greaves                  | To note the report which presents the changes to the Risk Register since the last report.      |
| 11 November 2019       | Mid-Year Treasury Report                          | Mid-Year              | Financial Services Manager | To receive the mid-year report.  |
| 11 November 2019       | Internal Audit Half Year Progress Report          | Monitoring            | K Woodward                 | To receive the half year progress report.  |
|                        |   |                       |                            |  |

| DATE OF MEETING | TITLE   | TYPE OF REPORT | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES   |
|-----------------|---|----------------|--------------|---|
| 27 January 2020 | Training – subject to be identified   | Training       |              |   |
| 27 January 2020 | Update on progress with the Annual Governance Statement covering the 2019/2020 year | Update         | G Greaves    | To provide the Committee with an update on the progress with the Annual Governance Statement covering the 2019/2020 year. |
|                 |   |                |              |   |
| 11 March 2020   | Training – subject to be identified   |                |              |   |
| 11 March 2020   | Strategic Internal Audit Plan   |                | K Woodward   | To provide the Committee with the opportunity to review the proposed Strategic Audit Plan 2018 – 2023.                    |

#### Potential Future Training Sessions

Contracts (Nora, Major Housing, Revenues and Benefits software, Refuse and Recycling).

#### Forthcoming Items – Date to be Identified

Monitoring of the Cinema Proposal, Corn Exchange

Monitoring of the Major Housing Scheme

Additional Audit Work – RIPA Desktop Inspection and GDPR legislation

Risk Register for each Capital Project currently being set up by Property Services (Final Version when available to be presented to the Audit Committee)