

AUDIT COMMITTEE WORK PROGRAMME 2021/2022

| DATE OF MEETING | TITLE | TYPE OF REPORT | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES |
|-----------------|--|----------------|------------------------|--|
| 7 June 2021 | Appointment of Vice Chair for the Municipal Year 2021/2022 | | | To appoint a Vice Chair for the Municipal Year 2021/2022. |
| 7 June 2021 | Corporate Risk Register – Half Yearly Update | Update | G Greaves | To receive the half yearly update report |
| 7 June 2021 | Draft Annual Governance Statement covering the previous financial year 2019/2020 | Draft | G Greaves | To receive the draft Annual Governance Statement covering the previous financial year. |
| 7 June 2021 | Draft Statement of Accounts 2019/2020 and External ISA 260 Report | Draft | M Drewery | To receive the Draft Statement of Accounts. |
| 7 June 2021 | Treasury Outturn Report 2019/2020 | | R Wilson/ M Drewery | To receive the 2019/2020 Treasury Outturn Report. |
| 7 June 2021 | Internal Audit Annual Report and Opinion covering the previous financial year | Annual | Audit Manager | To receive the annual report and opinion covering the previous financial year. |
| 7 June 2021 | Internal Audit Full Year Progress Report covering the previous financial year | Annual | Audit Manager | To receive the half-year progress report covering the previous financial year. |

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|-----------------|---|----------------|------------------------|--|
| 7 June 2021 | Major Projects Board – Update | Update | Chair | To receive an update from the Chair. |
| 7 June 2021 | Cabinet Forward Decisions List | | | To identify any items to be considered by the Audit Committee. |
| 7 June 2021 | Work Programme 2021/2022 | | | To identify any items for the work programme. |
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| 26 July 2021 | External Auditors; Report and ISA 260 Report for the previous financial year <i>(in a normal year)</i> | Annual | External Auditors | |
| 26 July 2021 | Statement of Accounts for previous financial year – sign off <i>(in a normal year)</i> | Annual | M Drewery | |
| 26 July 2021 | Annual Governance Statement covering the previous financial year 2020/2021 <i>(in a normal year)</i> | Annual | G Greaves | |
| 26 July 2021 | Quarterly Budget Monitoring | Quarterly | M Drewery | |
| 26 July 2021 | Treasury Outturn Report 2021/2021 | Annual | R Wilson/ M Drewery | To receive the 2020/2021 Treasury Outturn Report. |
| 26 July 2021 | Draft Statement of Accounts <i>(in a normal year)</i> | Annual | M Drewery | |
| 26 July 2021 | Major Projects Board – Update | Update | Chair | To receive an update from the Chair. |

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| 26 July 2021 | Cabinet Forward Decisions List | | | To identify any items to be considered by the Audit Committee. |
| 26 July 2021 | Work Programme 2021/2022 | | | To identify any items for the work programme. |
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| 6 September 2021 | Business Continuity Update | Annual - Update | | To receive the annual update report. |
| 6 September 2021 | Insurance Claims | | M Drewery | |
| 6 September 2021 | Quarterly Budget Monitoring | Quarterly | M Drewery | To receive the quarterly monitoring report. |
| 6 September 2021 | Major Projects Risks (6 month review) | Review | M Henry | To receive a 6 month review. |
| 6 September 2021 | Major Projects Board – Update | Update | Chair | To receive an update from the Chair. |
| 6 September 2021 | Cabinet Forward Decisions List | | | To identify any items to be considered by the Audit Committee. |
| 6 September 2021 | Work Programme 2021/2022 | | | To identify any items for the work programme. |
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|------------------|--|----------------|------------------------|--|
| 22 November 2021 | External Auditors' report and ISA 260 for the previous financial year <i>(in a Covid year)</i> | Annual | External Auditors | |
| 22 November 2021 | Statement of Accounts for previous financial year <i>(in a Covid year)</i> | | M Drewery | |
| 22 November 2021 | Annual Governance Statement covering the previous financial year <i>(in a Covid year)</i> | | G Greaves | To receive the Annual Governance Statement covering the previous financial year. |
| 22 November 2021 | Corporate Risk Register – half yearly update | Update | G Greaves | The Committee to receive the half yearly update report. |
| 22 November 2021 | Internal Audit Half Year Progress Report | Progress | Internal Audit Manager | To receive the half year progress report. |
| 22 November 2021 | Mid-Year Treasury Report | Mid-Year | M Drewery/ R Wilson | The Committee to receive the mid-year report. |
| 22 November 2021 | Major Projects Board – Update | Update | Chair | To receive an update from the Chair. |
| 22 November 2021 | Cabinet Forward Decisions List | | | To identify any items to be considered by the Audit Committee. |

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| 22 November 2021 | Work Programme 2021/2022 | | | To identify any items for the work programme. |
| 28 February 2022 | Draft Annual Governance Statement covering the current financial year | Annual – Draft | G Greaves | To receive the draft Annual Governance Statement for the current financial year. |
| 28 February 2022 | Quarterly Budget Monitoring Report | Monitoring – Quarterly | M Drewery | To receive the quarterly budget monitoring report. |
| 28 February 2022 | Strategic External Audit Plan for the following Financial Year | Strategic | External Auditors | External Auditors to present the strategic external audit plan. |
| 28 February 2022 | Strategic Internal Audit Plan for the following Financial Year | Strategic | Internal Audit Manager | To receive the Strategic Internal Audit Plan for the following Financial Year. |
| 28 February 2022 | Major Projects Board – Update | Update | Chair | To receive an update from the Chair. |
| 28 February 2022 | Cabinet Forward Decisions List | | | To identify any items to be considered by the Audit Committee. |
| 28 February 2022 | Work Programme 2021/2022 | | | To identify any items for the work programme. |
| 14 March 2022 | External Audit Plan | Annual | External Auditors – Ernst and Young | |
| 14 March 2022 | Internal Audit Plan | Annual | Internal Audit Manager | |

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| 11 April 2022 | Insurance Claims | | M Drewery | |
| 11 April 2022 | Major Projects Risks – (6 month review) | Review | M Henry | To receive a 6 month review report. |
| 11 April 2022 | EXEMPT: Risk Base Verification Policy update | Update Exempt – | | To receive the exempt report on the Risk Base Verification policy. |
| 11 April 2022 | Major Projects Board – Update | Update | Chair | To receive an update from the Chair. |
| 11 April 2022 | Cabinet Forward Decisions List | | | To identify any items to be considered by the Audit Committee. |
| 11 April 2022 | Work Programme 2021/2022 | | | To identify any items for the work programme. |

Potential Future Training Sessions

Alternatives for service delivery (services in house and those contracted out)
Companies and Structures

Forthcoming Items – Date to be Identified

Additional Audit Work – RIPA Desktop Inspection and GDPR legislation
General overview on the Council's various sources of funding
Housing Benefit Subsidy Report
Internal Audit Terms of Reference
Audit Committee Terms of Reference (revised draft from 17 December 2020)
Audit Committee Effectiveness Report 2020/2021 (2019/2020 report went to AC 27 July 2020)
Final Report of the Cross Party Working Group

Continuation of the Cross Party Working Group
Risk Management Policy and Strategy Review
Record Retention and Disposal Policy Review