

## AUDIT COMMITTEE WORK PROGRAMME 2022/2023

| DATE OF MEETING | TITLE   | TYPE OF REPORT | LEAD OFFICER      | OBJECTIVES AND DESIRED OUTCOMES   |
|-----------------|---|----------------|-------------------|---|
| 20 June 2022    | Appointment of Vice Chair for the Municipal Year 2022/2023                        |                |                   | To appoint a Vice Chair for the Municipal Year 2022/2023.   |
| 20 June 2022    | External Auditors Report (ISA260) for 2019/20                                     | Annual         | External Auditors | Estimated date for Committee to receive audit opinion on the financial statements for 2019/20 and any recommendations |
| 20 June 2022    | Statement of Accounts for 2019/20   | Annual         | C Holland         | As above with covering report explaining changes since draft was presented  |
| 20 June 2022    | Annual Governance Statement 2019/20   | Annual         | G Greaves         | As above  |
| 20 June 2022    | Internal Audit Annual Report and Opinion covering the previous financial year     | Annual         | F Haywood         | To receive the annual report and opinion covering the previous financial year.  |
| 20 June 2022    | Internal Audit Full Year Progress Report covering the previous financial year     | Annual         | F Haywood         | To receive the full year progress report covering the previous financial year.  |
| 20 June 2022    | Audit Committee Terms of Reference  |                | F Haywood         | Review Audit Committee Terms of Reference for approval  |
| 20 June 2022    | Fraud & Corruption Full Year Progress Report covering the previous financial year | Annual         | J Hay             | To receive the full year progress report covering the previous financial year.  |
| 20 June 2022    | Update on Audit Progress & Timetable  | Update         | C Holland         | To note progress on audit of financial statements   |
| 20 June 2022    | Corporate Risk Register   | Monitoring     | G Greaves         | To note the report on changes to the  |

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|               |   |                  |                   | risk register since the last report   |
| 20 June 2022  | Budget Monitoring Update  | Monitoring       | C Holland         | To note the latest financial position since the last report   |
| 20 June 2022  | Governance of Major Projects – Quarterly Update   | Quarterly Update | M Henry           | To receive update on major projects   |
| 20 June 2022  | Cabinet Forward Decisions List  |                  |                   | To identify any items to be considered by the Audit Committee.  |
| 20 June 2022  | Work Programme 2022/2023  |                  |                   | To identify any items for the work programme.   |
|               |   |                  |                   |   |
| 8 August 2022 | Update on Audit Progress & Timetable  | Update           | C Holland         | To note progress on audit of financial statements   |
| 8 August 2022 | DRAFT Statement of Accounts for 2020/2021   | Annual           | C Holland         | Estimated date for Committee to receive DRAFT financial statements for 2020/2021 - <b>TRAINING SESSION TO BE CONFIRMED AHEAD OF COMMITTEE MEETING</b> |
| 8 August 2022 | DRAFT Annual Governance Statement 2020/2021   | Annual           | G Greaves         | To receive and note the draft AGS for the 2020/2021 year <b>DO WE NEED TRAINING OR A BRIEFING ON THIS?</b>  |
| 8 August 2022 | Annual Certification Report - Housing Benefit Subsidy Claim for previous financial year | Annual           | J Stanton         | To receive the annual report covering the previous financial year   |
| 8 August 2022 | External Audit Plan for 2021/2022   |                  | External Auditors | External Auditors to present planned approach and timescales for delivery of audit  |
| 8 August 2022 | Audit Committee Effectiveness Report  | Cabinet          | F Haywood         | To review work of Audit Committee during 2021/2022 and consider if the Committee has effectively fulfilled its role.                                  |
| 8 August 2022 | PSIAS Review Internal Audit Function  |                  | F Haywood         | To consider the review of the Internal Audit function against Public Sector   |

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|                   |   |                  |                   | Internal Audit Standards  |
| 8 August 2022     | Revenue Outturn Report 2021/2022                | Annual           | C Holland         | To receive the Revenue Outturn Report from the previous year  |
| 8 August 2022     | Treasury Outturn Report 2021/2022               | Annual           | C Holland         | To receive the annual report<br><b>TRAINING/BRIEFING SESSION TO BE CONFIRMED AHEAD OF COMMITTEE MEETING</b>             |
| 8 August 2022     | Cabinet Forward Decisions List                  |                  |                   | To identify any items to be considered by the Audit Committee.  |
| 8 August 2022     | Work Programme 2022/2023                        |                  |                   | To identify any items for the work programme.   |
|                   |   |                  |                   |   |
| 26 September 2022 | External Auditors Report (ISA260) for 2020/21   | Annual           | External Auditors | Estimated date for Committee to receive audit opinion on the financial statements for 2020/2021 and any recommendations |
| 26 September 2022 | Statement of Accounts for 2020/2021             | Annual           | C Holland         | As above with covering report explaining changes since draft was presented  |
| 26 September 2022 | Annual Governance Statement 2020/2021           | Annual           | G Greaves         | As above  |
| 26 September 2022 | Insurance Report                                | Annual           | C Holland         | To receive annual update on insurance claims<br><b>TRAINING SESSION TO BE CONFIRMED AHEAD OF MEETING</b>                |
| 26 September 2022 | Governance of Major Projects – Quarterly Update | Quarterly Update | M Henry           | To receive quarterly update on major projects   |
| 26 September 2022 | Cabinet Forward Decisions List                  |                  |                   | To identify any items to be considered by the Audit Committee.  |
| 26 September 2022 | Work Programme 2022/2023                        |                  |                   | To identify any items for the work programme.   |

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| 21 November 2022 | DRAFT Statement of Accounts for 2021/2022       | Annual           | C Holland | Estimated date for Committee to receive DRAFT financial statements for 2021/2022 - <b>TRAINING SESSION TO BE CONFIRMED AHEAD OF COMMITTEE MEETING</b> |
| 21 November 2022 | DRAFT Annual Governance Statement 2021/2022     | Annual           | G Greaves | To receive and note the draft AGS for the 2021/2022 year <b>DO WE NEED TRAINING OR A BRIEFING ON THIS?</b>  |
| 21 November 2022 | Business Continuity Update                      | Annual           | G Greaves | To receive the annual update report   |
| 21 November 2022 | Corporate Risk Register                         | Monitoring       | G Greaves | To note the report on changes to the risk register since the last report  |
| 21 November 2022 | Internal Audit Half Year Progress Report        | Mid-Year         | F Haywood | To receive the mid-year progress report.  |
| 21 November 2022 | Fraud & Corruption Half Year Progress Report    | Annual           | J Hay     | To receive the mid-year progress report   |
| 21 November 2022 | Mid-Year Treasury Report 2022/2023              | Mid-Year         | C Holland | To receive the mid-year report  |
| 21 November 2022 | Budget Monitoring Update                        | Monitoring       | C Holland | To note the latest financial position since the last report   |
| 21 November 2022 | Cabinet Forward Decisions List                  |                  |           | To identify any items to be considered by the Audit Committee.  |
| 21 November 2022 | Work Programme 2022/2023                        |                  |           | To identify any items for the work programme.   |
|                  |   |                  |           |   |
| 20 February 2023 | Governance of Major Projects – Quarterly Update | Quarterly Update | M Henry   | To receive quarterly update on major projects   |
| 20 February 2023 | Corporate Risk Register                         | Monitoring       | G Greaves | To note the report on changes to the risk register since the last report  |
| 20 February 2023 | Budget Monitoring Update                        | Monitoring       | C Holland | To note the latest financial position   |

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|                  |  |                  |                   | since the last report   |
| 20 February 2023 | Cabinet Forward Decisions List                             |                  |                   | To identify any items to be considered by the Audit Committee.        |
| 20 February 2023 | Work Programme 2022/2023                                   |                  |                   | To identify any items for the work programme.                         |
|                  |  |                  |                   |   |
| 13 March 2023    | Strategic External Audit Plan for following financial year | Annual           | External Auditors | External Auditors to present strategic external audit plan            |
| 13 March 2023    | Strategic Internal Audit Plan for following financial year | Annual           | F Haywood         | To receive strategic internal audit plan for following financial year |
|                  | Business Continuity Update                                 | Annual           | G Greaves         | To receive the annual update report                                   |
| 13 March 2023    | Governance of Major Projects – Quarterly Update            | Quarterly Update | M Henry           | To receive quarterly update on major projects                         |
| 13 March 2023    | Cabinet Forward Decisions List                             |                  |                   | To identify any items to be considered by the Audit Committee.        |
| 13 March 2023    | Work Programme 2022/2023                                   |                  |                   |   |
|                  |  |                  |                   |   |
| 17 April 2023    | Cabinet Forward Decisions List                             |                  |                   | To identify any items to be considered by the Audit Committee.        |
| 17 April 2023    | Work Programme 2022/2023                                   |                  |                   | To identify any items for the work programme.                         |

### **Potential Future Training Sessions**

Audit Committee – An introduction on role and responsibilities  
Statement of Accounts

Insurance Process (Zurich)  
Treasury Management & Process  
Alternatives for service delivery (services in house and those contracted out)  
Companies and Structures  
Corporate Risk Register & Risk Management  
AGS

**Forthcoming Items – to be scheduled**

Statement of Accounts and AGS for 21/22 following audit in March 2023  
Additional Audit Work – RIPA Desktop Inspection and GDPR legislation  
General overview on the Council's various sources of funding  
Record Retention and Disposal Policy Review  
Major Project Risks