

## 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	Corporate Risk Register	Monitoring	G Greaves	To note the report on changes to the risk register since the last report
20 June 2022	Fraud & Error Full Year Progress Report covering the year 2021/22	Annual	J Hay	To receive the full year progress report covering the previous financial year.
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	Update on Audit Progress & Timetable	Update	M Drewery	To note progress on audit of financial statements
20 June 2022	Budget Monitoring – February 2022 Report	Monitoring Quarterly	C Holland	To note the latest financial position since the last report
20 June 2022	Cabinet Forward Decisions List			To identify any items to be considered by the Audit Committee.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
20 June 2022	Work Programme 2022/2023			To identify any items for the work programme.
13 July 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
13 July 2022	Statement of Accounts for 2019/20	Annual	C Holland	As above with covering report explaining changes since draft was presented
13 July 2022	Annual Governance Statement 2019/20	Annual	G Greaves	
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	Annual	J Stanton	To receive the annual report covering the previous financial year

<b>DATE OF MEETING</b>	<b>TITLE</b>	<b>TYPE OF REPORT</b>	<b>LEAD OFFICER</b>	<b>OBJECTIVES AND DESIRED OUTCOMES</b>
	for 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	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 <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.
<b>Informal Session prior to 26 September Formal Meeting</b>				
Audit Committee Self- Assessment Questionnaire				
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

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26 September 2022	Audit Committee Terms of Reference		F Haywood	Review Audit Committee Terms of Reference for approval
26 September 2022	Risk Management Maturity Assessment		F Haywood	To provide the results of the Internal Audit Risk Management Maturity Assessment with actions and a progress report.
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 <b>TRAINING SESSION TO BE CONFIRMED AHEAD OF MEETING</b>
26 September 2022	Budget Monitoring Update	Quarterly	C Holland	
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.
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>

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
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	Quarterly	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.

<b>DATE OF MEETING</b>	<b>TITLE</b>	<b>TYPE OF REPORT</b>	<b>LEAD OFFICER</b>	<b>OBJECTIVES AND DESIRED OUTCOMES</b>
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	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
13 March 2023	Business Continuity Update	Annual	G Greaves	To receive the annual update report
13 March 2023	Budget Monitoring Update	Quarterly Update	C Holland	To receive a quarterly update.
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  
AGS 2022