

AUDIT COMMITTEE WORK PROGRAMME 2022/2023

Note: Statement of Accounts 2019/2020, 2020/2021, 2021/2022: Please note that the current dates scheduled on the work programme are dependent on external factors (the external auditors) and it is therefore possible these dates could slip.

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

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
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.
13 July 2022	MEETING CANCELLED			
7 September 2022	Revenue Outturn Report 2021/2022	Annual	C Holland	To receive the Revenue Outturn Report from the previous year
7 September 2022	Capital Outturn Report 2021/2022	Annual	C Holland	To receive the Capital Outturn Report from the previous year.
7 September 2022	Treasury Outturn Report 2021/2022	Annual	C Holland	
7 September 2022	Budget Monitoring Report June 2022/2023		C Holland	
7 September 2022	Update on Audit Progress & Timetable	Update	M Drewery	To receive a verbal update
7 September 2022	Cabinet Forward Decisions List			To identify any items to be considered by the Audit Committee.
7 September 2022	Work Programme 2022/2023			To identify any items for the work programme.

Informal Session prior to 26 September Formal Meeting

Audit Committee Self- Assessment Questionnaire

Training Session on Draft Statement of Accounts for 2020/2021 – 20 September pm

26 September 2022	DRAFT Statement of Accounts for 2020/2021	Annual	C Holland	Estimated date for Committee to receive DRAFT financial statements for 2020/2021 - TRAINING SESSION TO BE CONFIRMED 20 SEPTEMBER 2022 PM
26 September 2022	DRAFT Annual Governance Statement 2020/2021	Annual	G Greaves	To receive and note the draft AGS for the 2020/2021 year
26 September 2022	Business Continuity Annual Update	Annual	D Robson	
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	Update on Audit Progress & Timetable	Update	C Holland	To note progress on audit of financial statements
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.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
21 November 2022	External Audit Plan for 2021/2022		External Auditors	TBC
21 November 2022	DRAFT Annual Governance Statement 2021/2022	Annual	G Greaves	To receive and note the draft AGS for the 2021/2022 year
21 November 2022	Rationalised Corporate Risk Register		G Greaves	
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	BCKLWN Internal Audit Follow up of Recommendations Report	Follow Up	F Haywood	
21 November 2022	Budget Monitoring Update (Q6)		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.
DATE OF	TITLE	TYPE OF	LEAD	OBJECTIVES AND DESIRED

MEETING		REPORT	OFFICER	OUTCOMES
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	Audit Committee Independent Person		F Haywood	
20 February 2023	Audit Committee Self-Assessment Questionnaire/ Outcomes		F Haywood	
20 February 2023	Mid-Year Treasury Report 2022/2023	Mid-Year	C Holland	To receive the mid-year report
20 February 2023	Monthly Budget Monitoring Report for Period 7	Monitoring	C Holland	
20 February 2023	Update on Audit Progress & Timetable	Update	M Drewery	To note progress on audit of financial statements
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
DATE OF	TITLE	TYPE	OF LEAD	OBJECTIVES AND DESIRED

MEETING		REPORT	OFFICER	OUTCOMES
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	External Auditors Report (ISA260) for 2019/20	Annual	External Auditors	TBC
17 April 2023	Statement of Accounts for 2019/20	Annual	C Holland	TBC
17 April 2023	Annual Governance Statement 2019/20	Annual	G Greaves	TBC
17 April 2023	External Auditors Report (ISA260) for 2019/20	Annual	External Auditors	TBC
17 April 2023	Annual Certification Report - Housing Benefit Subsidy Claim for previous financial year	Annual	J Stanton	To receive the annual report covering the previous financial year
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 – Potential changes for the new Administration 2023 and process improvement

Annual Governance Statement 2022

Reserves

Corporate Risk Register

Potential Future Agenda Items

Understand risks relating to major projects.

Identifying an effective way to reach the crux of the issue/resolution in the audit Committee.

Scope to look at process/criteria Business Plans where external third parties were involved to eliminate the risks and ensure a standardised process that would be followed through.

Audit the process of the Member Major Projects Board/risk registers.

Gantt chart of the internal audit 2020/21.

Audit Committee Self- Assessment Questionnaire