

**Audit Committee Work Programme 2016/17**

Date	Reports (to be confirmed)	Author Title	Author Name
15 September 2016	<ul style="list-style-type: none"> <li>• Final Accounts</li> <li>• Letter of Representation from Treasurer to External Auditor</li> <li>• External Audit Report on the accounts</li> <li>• Budget Monitoring (for information)</li> <li>• Register of Significant Partnerships Update</li> <li>• Treasury Management Report, incl Prudential Indicators</li> <li>• Annual Counter Fraud Report (PartB)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• City Treasurer</li> <li>• City Treasurer</li> <li>• Grant Thornton</li> <li>• City Treasurer</li> <li>• Performance Manager</li> <li>• City Treasurer</li> <li>• Head of Audit and Risk</li> </ul>	<ul style="list-style-type: none"> <li>• Carol Culley</li> <li>• Carol Culley</li> <li>• Grant Thornton</li> <li>• Carol Culley</li> <li>• Courtney Brightwell</li> <li>• Carol Culley</li> <li>• Tom Powell</li> </ul>
6 October 2016	<ul style="list-style-type: none"> <li>• Internal Audit Quarter 2 Progress Report</li> <li>• External Audit Recommendations Monitoring Report</li> <li>• Adult Social Care and Integration Update *</li> <li>• ICT Disaster Recovery Planning *</li> <li>• Annual Complaints Report *</li> <li>• Process for Appointment of External Auditor</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Audit and Risk</li> <li>• Head of Audit and Risk</li> <li>• Director of Adults</li> <li>• Chief Information Officer</li> <li>• Complaints Manager</li> <li>• City Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Tom Powell</li> <li>• Tom Powell</li> <li>• Hazel Summers</li> <li>• Bob Brown</li> <li>• Lucy Knight</li> <li>• Carol Culley</li> </ul>
1 December 2016	<ul style="list-style-type: none"> <li>• Register of Significant Partnerships</li> <li>• External Audit Update Report (tbc)</li> <li>• Grants Certification Report 2015/16</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Manager</li> <li>• Grant Thornton</li> <li>• Grant Thornton</li> </ul>	<ul style="list-style-type: none"> <li>• Courtney Brightwell</li> <li>• Grant Thornton</li> <li>• Grant Thornton</li> </ul>
26 January 2017	<ul style="list-style-type: none"> <li>• Internal Audit Quarter 3 Progress Report</li> <li>• Risk and Resilience Strategy and Corporate Risk Register</li> <li>• Budget Monitoring (for information)</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Audit and Risk</li> <li>• Head of Audit and Risk</li> <li>• City Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Tom Powell</li> <li>• Tom Powell</li> <li>• Carol Culley</li> </ul>
March/April	<ul style="list-style-type: none"> <li>• External Audit Recommendations Monitoring Report</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Audit and Risk</li> </ul>	<ul style="list-style-type: none"> <li>• Tom Powell</li> </ul>

Date	Reports (to be confirmed)	Author Title	Author Name
2017	<ul style="list-style-type: none"> <li>• Emergent Internal Audit Plan 2017/18</li> <li>• Budget Monitoring (for information)</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Audit and Risk</li> <li>• City Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Tom Powell</li> <li>• Carol Culley</li> </ul>

<b>Reccomendation Tracker</b>		
Date of Recommendation/Decision	Detail	Date Recommendation/Decision actioned
14 July 2016	<ul style="list-style-type: none"> <li>• To request that the City Solicitor investigate whether Elected Members should have a DBS check.</li> <li>• To add some explanation of technical language to the explanatory glossary.</li> <li>• To include more information on changes in the funding streams for Adult Social Care.</li> <li>• To include a more detailed explanation of the Unusable aspects of the Useable fund.</li> <li>• To include a more detailed explanation of how trees and heritage assets are calculated.</li> <li>• To liaise with English Heritage about the nature and value of heritage assets and how they can be best maintained in the future.</li> <li>• To request that the Town Hall update programme be included in next year's Plan.</li> <li>• To request that Internal Audit examine Highways and heritage assets and the risks associated with them.</li> <li>• To request that Internal Audit examine the Town Hall refurbishment programme and the risks associated with that.</li> </ul>	

	<ul style="list-style-type: none"><li>• To request that Internal Audit examine the ICT project and the risks associated with that.</li><li>• To request that Neighbourhood services undertake an audit of gullies, highways and utilities.</li><li>• To request an update report in due course on the areas of concern raised.</li><li>• To request that Internal Audit examine the risks associated with the MSCB and whether they are linked to the improvement programme in the most effective way.</li><li>• To request that Internal Audit examine whether the MSCB are linked to the Adults Safeguarding Board in the most appropriate way.</li><li>• That Internal Audit provide a verbal report of what is being practised regarding case timelines, reporting and recording.</li><li>• That MSCB should be added to the Register of Significant Partnerships report to be presented to the Committee at the September meeting of the Audit Committee.</li></ul>	
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