

**Audit Committee  
Work Programme**

<b>Meeting Date - Thursday 26 January 2017, 10am (Report deadline Friday 13 January 2017)</b>				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Appointment of External Auditors	Tom Powell	Head of Audit and Risk		30 mins
Internal Audit Quarter 3 Progress Report	Tom Powell	Head of Audit and Risk		25 mins
Budget Monitoring – Report for Information	Carol Culley	City Treasurer		10 mins
Grants Certification Report 2015/16	Grant Thornton	External Auditor		10 mins
External Audit Recommendations Monitoring Report	Tom Powell	Head of Audit and Risk	See minutes of 15 September 2016, ref AC/16/27. This report to include clear agreed dates for action by departments.	5 mins
Anti Money Laundering Policy	Tom Powell	Head of Audit and Risk		5 mins
ICT Whistleblowing Approach	Liz Treacy	City Solicitor	Part B Item – This item was deferred from the December 2016 meeting.	40 mins
Work Programme and Recommendations Tracker	Lee Walker	Governance and Scrutiny Support Unit		10 Mins

<b>Meeting Date – Monday 6 March 2017, 2 pm (Report deadline Wednesday 22 February 2017)</b>				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Risk and Resilience Strategy and Corporate Risk Register	Tom Powell	Head of Audit and Risk		45 mins

Emergent Internal Audit Plan 2017/18	Tom Powell	Head of Audit and Risk		30 mins
Sources of Assurance	Janice Gotts / Courtney Brightwell	Deputy City Treasurer / Performance Manager	This report will set out how the Council is working to align it's sources of assurance (e.g finance data, performance data, work force data) to have a single consistent view of organisational challenges	35 mins
Accounting Concepts and Policies, Critical Accounting Judgements and Key Sources of Estimation Uncertainty	Carol Culley	City Treasurer	Includes policies on which annual accounts to be reported in June are based	10 mins
No/Limited Assurance Reports	Tom Powell	Head of Audit and Risk	This item is to be confirmed. These reports should be presented to the Committee by the relevant Directors and Executive Members. See minutes of 6 October 2016 AC/16/34.	
Work Programme and Recommendations Tracker	Lee Walker	Governance and Scrutiny Support Unit		10 mins

<b>Meeting Date – Thursday 8 June 2017, 10am (Report deadline Friday 26 May 2017)</b>				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Head of Internal Audit Annual Opinion and Annual Internal Audit Report	Tom Powell	City Treasurer / Head of Audit and Risk	Will include annual review of the effectiveness of internal audit and outcome of External Quality	45 mins

			Assessment.	
Draft Annual Governance Statement	Janice Gotts / Courtney Brightwell	Deputy City Treasurer / Performance Manager		30 mins
Register of Significant Partnerships Update	Janice Gotts / Courtney Brightwell	Deputy City Treasurer / Performance Manager	Invite to be sent to the Chair of MSCB; Strategic Lead - Waste, Recycling and Street Cleansing and relevant Executive Members.	45 mins
Treasury Management Outturn Report 2016/17	Carol Culley	City Treasurer		15 mins
Internal Audit Plan 2017/18	Tom Powell	Head of Audit and Risk	This report will include information on the external peer review of the Audit service.	15 mins
No/Limited Assurance Reports	Tom Powell	Head of Audit and Risk	This item is to be confirmed. These reports should be presented to the Committee by the relevant Directors and Executive Members. See minutes of 6 October 2016 AC/16/34.	
Work Programme and Recommendations Tracker	Lee Walker	Governance and Scrutiny Support Unit		
<b>Meeting Date – Tuesday 27 June 2017, 10am (Report deadline Friday 16 June 2017)</b>				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Annual Accounts 2016/17	Carol Culley	City Treasurer	This will include the revised Annual Governance Statement	60 mins
Capital Outturn Report	Carol Culley	City Treasurer		

2016/17				
Revenue Outturn Report 2016/17	Carol Culley	City Treasurer		
No/Limited Assurance Reports	Tom Powell	Head of Audit and Risk	This item is to be confirmed. These reports should be presented to the Committee by the relevant Directors and Executive Members. See minutes of 6 October 2016 AC/16/34.	
Work Programme and Recommendations Tracker	Lee Walker	Governance and Scrutiny Support Unit		10 mins

<b>Meeting Date – Thursday 31 August 2017, 10am (Report deadline Friday 18 August 2017)</b>				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Annual Accounts 2016/17 and Letter of Representation	Carol Culley	City Treasurer		
Audit Findings Report 2016/17	Report of the External Auditor			
No/Limited Assurance Reports	Tom Powell	Head of Audit and Risk	This item is to be confirmed. These reports should be presented to the Committee by the relevant Directors and Executive Members. See minutes of 6 October 2016 AC/16/34.	
Work Programme and Recommendations	Lee Walker	Governance and Scrutiny		10 mins

Tracker		Support Unit	
Annual Counter Fraud Report 2016/17	Tom Powell	Head of Audit and Risk	

**Meeting Date – Thursday 5 October 2017, 10am (Report deadline Friday 22 September 2017)**

Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
No/Limited Assurance Reports	Tom Powell	Head of Audit and Risk	This item is to be confirmed. These reports should be presented to the Committee by the relevant Directors and Executive Members. See minutes of 6 October 2016 AC/16/34.	
Work Programme and Recommendations Tracker	Lee Walker	Governance and Scrutiny Support Unit		10 mins

**Meeting Date – Thursday 30 November 2017, 10am (Report deadline Friday 17 November 2017)**

Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Treasury Management Interim Report	Carol Culley	City Treasurer		

Work Programme and Recommendations Tracker	Lee Walker	Governance and Scrutiny Support Unit		10 mins
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<b>Items to be scheduled</b>			
Item	Lead Officer	Position	Comments
Emergent Internal Audit Plan 2017/18	Tom Powell	Head of Audit and Risk	
ICT Disaster Recovery Planning	Bob Brown	Chief Information Officer	6 monthly update report following consideration of this item at the meeting of 6 October 2016. See minute ref AC/16/36.
Highways Improvement – Update report	Kim Dorrington	Director of Highways	To receive progress report on the implementation of Internal Audit recommendations. See the minutes of the meeting of 6 October 2016, ref AC/16/35

### Monitoring Previous Recommendations

This section of the report contains recommendations made by the Committee and responses to them indicating whether the recommendation will be implemented, and if it will be, how this will be done.

Date	Item	Recommendation	Response	Contact Officer
15 September 2016	AC/16/28 Register of Significant Partnerships Update	To request that the Terms of Reference for the MSCB be circulated to Committee members as soon as possible.	This information was circulated to members 3 October 2016.	Lee Walker Governance Officer
15 September 2016	AC/16/28 Register of Significant Partnerships Update	To request an update of governance arrangements for the MSCB at a date to be agreed in the future.	The Committee received information at the December meeting. There is a further report scheduled for the 8 June 2017 and the Chair of the MSCB will be invited to attend.	Lee Walker Governance Officer
6 October 2016	AC/16/34 Internal Audit Quarter 2 Progress Report	To request individual reports about areas of limited assurance from the Directors and Executive Members responsible. These reports should be presented to the Committee by the Directors and Executive Members responsible.	This recommendation will be included in the Committee's Work Programme when these reports are scheduled.	Lee Walker Governance Officer
6 October 2016	AC/16/35 Highways Improvement Report	To request that a report explaining the Internal Audit Report into Highways and Manchester Contracts that investigated Highways Reactive Maintenance processes and procedures is sent to the Neighbourhoods and Environment Scrutiny Committee.	The report has been circulated to the members of the Neighbourhoods and Environment Scrutiny Committee.	Lee Walker Governance Officer

6 October 2016	AC/16/35 Highways Improvement Report	To request a further report in 2017 on the implementation of Internal Audit recommendations.	This item is listed on the Committee's Work Programme as an Item to be Scheduled.	Lee Walker Governance Officer
1 December 2016	AC/16/44 Draft Code of Corporate Governance	The Committee recommend that the Register of Key Decisions be reviewed to ensure that the information provided is presented in a clear and transparent manner.	The Council's compliance with its governance standards regarding the openness of its processes, including its decision making process for key decisions, will be assessed as part of the production of the Annual Governance Statement which will be reported to Audit Committee on 8 June 2017.	Lee Walker Governance Officer
1 December 2016	AC/16/45 Corporate Complaints Process and Reporting	The Committee recommend that Strategic Directors should be required to share their Directorate complaints reports with their associated Executive Members on a quarterly basis.	The quarterly dashboards, when prepared will be shared with Strategic Directors in the usual way, but with a stipulation that these are shared with Executive Members, as directed by the Audit Committee in their December meeting. We would expect that Executive Members would then hold their respective Directors to account if these are not shared with them on an ongoing basis. The next dashboard (quarter three, 2016/7) will be shared before the end of March 2017.	Jill Meredith Performance and Governance Manager - People
1 December 2016	AC/16/45 Corporate Complaints Process and Reporting	The Committee recommended that the formal complaints new policy and guidance be circulated to all members of the Council and local MPs when it is available in January 2017.	Recommendation accepted. The information will be shared with all members of the Council and local MPs before the end of the January 2017.	Jill Meredith Performance and Governance Manager - People



1 December 2016	AC/16/46 Significant Partnerships Register	The Committee recommend that the rating for Biffa Municipal Ltd to be recorded as 'High'.	This recommendation has been accepted.	Courtney Brightwell Performance Manager (Place and Core)
1 December 2016	AC/16/46 Significant Partnerships Register	The Committee recommend that the rating for Local Safeguarding Children's Board be recorded as 'High'.	This recommendation has been accepted.	Courtney Brightwell Performance Manager (Place and Core)
1 December 2016	AC/16/46 Significant Partnerships Register	The Committee noted that a progress report covering activity to strengthen governance arrangements in partnerships with a medium or high risk will be brought back in June and requested that an invitation to the meeting be sent to the Independent Chair of the Safeguarding Board.	This recommendation has been accepted. This information will be provided in the update report scheduled for 8 June 2017	Courtney Brightwell Performance Manager (Place and Core)
1 December 2016	AC/16/46 Significant Partnerships Register	The Committee recommended that a note regarding the IT system used by Biffa Municipal Ltd is brought back to the committee.	This recommendation has been accepted. This information will be provided in the update report scheduled for 8 June 2017.	Courtney Brightwell Performance Manager (Place and Core)
1 December 2016	AC/16/46 Significant Partnerships Register	The Committee welcomed the proposed review of definition of significant partnerships and the reporting of 'High Risk' partnerships to the Audit Committee.	This recommendation has been accepted. This information will be provided in the update report scheduled for 8 June 2017.	Courtney Brightwell Performance Manager (Place and

		The Committee noted the fine distinction between a contract and a 'partnership' and recommended that if the new definition of partnership did not cover it then the Council's largest and most potentially sensitive contracts should also be tracked, possibly as an addendum to the partnerships register.		Core)
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