

**Audit Committee
Work Programme**

Meeting Date – Friday 23 June 2017, 10am (Report deadline Weds 14 June 2017)				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Update report on Child Protect Plan Figures	Tom Powell	Head of Audit and Risk	This item was previously discussed at the January 2017 and March 2017 meeting. This item will provide an update on this area of activity.	15 mins
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 Assessment.	45 mins
Draft Annual Governance Statement	Janice Gotts / Courtney Brightwell	Deputy City Treasurer / Performance Manager	This item will describe the methodology for the monitoring of Significant Contracts and include the governance and assurance arrangements for the integrated health and social care system.	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
Outstanding Audit Recommendations Update	Tom Powell	Head of Audit and Risk	To provide the Committee with an update on the implementation of internal audit recommendations for each Directorate. The relevant Executive Member and Strategic Director shall attend the Audit Committee to explain why any recommendation remains outstanding after nine months.(See minutes of AC/17/19 March 2017)	15 mins

Internal Audit Plan 2017/18	Tom Powell	Head of Audit and Risk		15 mins
Treasury Management Outturn Report 2016/17	Carol Culley	City Treasurer		15 mins
Audit Update report	Grant Thornton	External Auditor		5 mins
Responses letters from management & Audit Committee Chair	Grant Thornton	External Auditor	See minutes of the meeting 6 March 2017, see item AC/17/17	5 mins
2017/18 fee letter	Grant Thornton	External Auditor		5 mins
Anti Money Laundering Policy	Tom Powell	Head of Audit and Risk	This item had been considered at the meeting of 27 January 2017.	5 mins
Work Programme and Recommendations Monitor	Lee Walker	Governance Officer		5 mins

Meeting Date – Tuesday 27 June 2017, 10am (Report deadline Friday 16 June 2017)

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 2016/17	Carol Culley	City Treasurer		
Revenue Outturn Report 2016/17	Carol Culley	City Treasurer		
No/Limited Assurance Reports – Christmas Markets	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.	
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	
Outstanding Audit Recommendations Update	Tom Powell	Head of Audit and Risk	To provide the Committee with an update on the implementation of internal audit recommendations for each Directorate.	
Work Programme and Recommendations Monitor	Lee Walker	Governance Officer		10 mins

Meeting Date – Thursday 31 August 2017, 10am (Report deadline Friday 18 August 2017)				
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 Monitor	Lee Walker	Governance Officer		10 mins
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)				
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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.	
Outstanding Audit Recommendations Update	Tom Powell	Head of Audit and Risk	To provide the Committee with an update on the implementation of internal audit recommendations for each Directorate.	
Work Programme and Recommendations Monitor	Lee Walker	Governance Officer		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		
Outstanding Audit Recommendations Update	Tom Powell	Head of Audit and Risk	To provide the Committee with an update on the implementation of internal audit recommendations for each Directorate.	
Work Programme and	Lee Walker	Governance and		10 mins

Recommendations Monitor		Scrutiny Support Unit	
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Meeting Date – Thursday 25 January 2018, 10am (Report deadline TBC)				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Draft Annual Governance Statement	Janice Gotts / Courtney Brightwell	Deputy City Treasurer / Performance Manager		
Outstanding Audit Recommendations Update	Tom Powell	Head of Audit and Risk	To provide the Committee with an update on the implementation of internal audit recommendations for each Directorate.	
Work Programme and Recommendations Monitor	Lee Walker	Governance Officer		10 mins

Items to be scheduled				
Item	Lead Officer	Position	Comments	
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.	

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
26 January 2017	AC/17/03 Internal Audit Progress Report 2016/17	The Committee recommended that the revised reporting mechanism shall be reported to the Audit Committee.	A response to this recommendation has been requested and will be reported back to the Committee.	Carol Culley City Treasurer
26 January 2017	AC/17/03 Internal Audit Progress Report 2016/17	The Committee recommend that Children and Young People Children Scrutiny Committee and the Corporate Parenting Panel consider the reported increase in the number of the cases of Child Protection Plans with no visit recorded.	An update report on Child Protection Plans will be considered at the Audit Committee meeting of 23 June 2017. See the minutes of 6 March 2017.	Lee Walker Governance Officer
6 March 2017	AC/17/16 Progress Report and Update	To receive a report at the next meeting that describes the governance and assurance arrangement for the integrated health and social care system. This report will be shared with the Health Scrutiny Committee.	This information will be provided in the Draft Annual Governance Statement report to be considered at the Audit Committee meeting of 23 June 2017.	
6 March 2017	AC/17/19 Internal and External Recommendations	To agree that the finalised Internal Audit reports and recommendations are to be shared by Internal Audit with the relevant Executive Member as well as the Strategic Director.		

		<p>To agree that the relevant Executive Member should be informed by Internal Audit at the six month stage of any outstanding recommendations.</p> <p>To agree that the relevant Executive Member and Strategic Director shall attend the Audit Committee to explain why any recommendation remains outstanding after nine months.</p>		
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