

**Audit Committee
Work Programme**

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		60 mins
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	Beth Morgan	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)				
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	Beth Morgan	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 Recommendations Monitor	Beth Morgan	Governance and Scrutiny Support Unit		10 mins

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	Beth Morgan	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.
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.

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.	Beth Morgan 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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