

Audit Committee: Work Programme 2017/18

Meeting Date – 11 June 2018, 10am (Report deadline 31 May 2018)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda
Internal Audit Annual Report	Tom Powell	Head of Audit and Risk	Report of internal audit activity for the year. <i>To consider and comment</i>	4.4	10
Draft Annual Statement of Accounts	Carol Culley Janice Gotts Karen Gilfoy	City Treasurer Deputy City Treasurer Chief Accountant	To report the Annual Accounts prepared for submission to the external auditor for review. To note	1	30
Revenue Budget Outturn Report	Carol Culley	City Treasurer	To report the revenue outturn for the year as reported to Executive. To note	1	5
Capital Budget Outturn Report	Carol Culley	City Treasurer	To report the capital outturn for the year as reported to Executive. To note	1	5
Treasury Management (Outturn) Report	Carol Culley Janice Gotts Karen Gilfoy Tim Seagrave	City Treasurer Deputy City Treasurer Chief Accountant Finance Lead	To report the Treasury Management activities of the Council for the year. <i>To consider and comment</i>	4.11	10
Audit Update Report	Mark Heap	External Audit (Grant Thornton)	Update from the External Auditor in the delivery of the external audit plan <i>To consider and comment</i>	4.7	5
Risk Review Item	Tom Powell	Head of Audit and Risk	Update reports from officers on areas of focus to be agreed by Committee arising from limited/no assurance Internal Audit reports, outstanding audit recommendations or management of risk. <i>To consider and comment</i>	4.1	20
Work Programme and Recommendations Monitor	Beth Morgan	Governance Officer			5

Meeting Date – 2 July 2018 10am (Report deadline 21 June 2018)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda
No formal business planned			Propose this is held for a training and development session		

Meeting Date – 31 July 2018 10am (Report deadline 20 July 2018)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda
Annual Statement of Accounts	Carol Culley Janice Gotts Karen Gilfoy	City Treasurer Deputy City Treasurer Chief Accountant	To seek Audit Committee approval for the Annual Accounts following external auditor review. Item to include confirmation of completion of: <ul style="list-style-type: none"> Letters / enquires for the City Treasurer and Audit Committee Chair Letter of Representation <i>To consider and comment</i>	1	30
Audit Findings Report	External Audit	Mark Heap, Grant Thornton	Report from the External Auditor confirming progress and any issues arising from the audit of the accounts. <i>To consider and comment</i>	4.7	20
Risk Review Item	Tom Powell	Head of Audit and Risk	Update reports from officers on areas of focus to be agreed by Committee arising from limited/no assurance Internal Audit reports, outstanding audit recommendations or management of risk. <i>To consider and comment</i>	4.1	20
Work Programme and Recommendations Monitor	Beth Morgan	Governance Officer			5
Annual Counter Fraud Report	Tom Powell	Head of Audit and Risk	Annual report of counter fraud activity <i>To consider and comment</i>	4.1	30

Meeting Date – 3 September 2018 10am (Report deadline 16 August 2018)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda
TBC					
Risk Review Item	Tom Powell	Head of Audit and Risk	Update reports from officers on areas of focus to be agreed by Committee arising from limited/no assurance Internal Audit reports, outstanding audit recommendations or management of risk. <i>To consider and comment</i>	4.1	20
Work Programme and Recommendations Monitor	Beth Morgan	Governance Officer			5

Meeting Date – 8 October 2018, 10am (Report deadline 27 September 2018)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda
Internal Audit Assurance Report	Tom Powell	Head of Audit and Risk	Summary of internal audit activity and report opinions to the end of quarter one. <i>To consider and comment</i>	4.4	20
Outstanding Audit Recommendations	Tom Powell	Head of Audit and Risk	Update on the implementation of internal and external audit recommendations for each Directorate to the end of quarter one. <i>To consider and comment</i>	4.4	15
Risk Review Item	Tom Powell	Head of Audit and Risk	Update reports from officers on areas of focus to be agreed by Committee arising from limited/no assurance Internal Audit reports, outstanding audit recommendations or management of risk. <i>To consider and comment</i>	4.1	20
Work Programme and Audit Committee Recommendations Monitor	Beth Morgan	Governance Officer			5

Meeting Date – 14 January 2019, 10am (Report deadline 3 January 2019)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda

Meeting Date – 11 March 2019, 10am (Report deadline 28 April 2019)

Item	Lead Officer	Position	Comments	AC ToR	Time on agenda

Audit Committee Terms Of Reference: As Constitution May 2017

1. To consider and approve the authority's statement of accounts, including the Annual Governance Statement in accordance with the Accounts and Audit Regulations 2015.
2. To consider, as soon as reasonably practicable, the annual letter from the external auditor in accordance with the Accounts and Audit Regulations 2015 and to monitor the Council's response to individual issues of concern identified
3. To consider the findings of the Council's annual review of the effectiveness of its system of internal control under the Accounts and Audit Regulations 2015, including the effectiveness of its system of internal audit
4. In furtherance of the Council's duty to make arrangements for the proper administration of its financial affairs and the Committee's responsibilities under the Accounts and Audit Regulations 2015 set out above:
 - 4.1. To obtain assurance over the Council's corporate governance and risk management arrangements, the control
 - 4.2. To review and approve (but not direct) the terms of reference for internal audit and an Internal Audit Strategy.
 - 4.3. To review and approve (but not direct) the internal annual audit programme considering the effectiveness of proposed and actual coverage in providing adequate assurance over the Council's arrangements for governance, risk management and system of internal control.
 - 4.4. To monitor the implementation and outcomes of the Council's internal audit programme and where required, to review summary and individual audit reports with significant implications for financial management and internal control.
 - 4.5. To seek assurance on the adequacy of management response to internal audit advice, findings and recommendations in the form of implementation of agreed action plans
 - 4.6. To receive the Annual Report of the Head of Internal Audit

- 4.7. To consider the external auditor's annual letter, relevant reports and the annual report to those charged with governance on issues arising from the audit of the Statement of Accounts.
- 4.8. To engage with the external auditor and external inspection agencies and other relevant bodies to ensure that there are effective relationships between external and internal audit.
- 4.9. To make recommendations to the Chief Finance Officer and Monitoring Officer in respect of Part 5 of the Council's Constitution (Financial Regulations).
- 4.10. To consider the Code of Corporate Governance.
- 4.11. To monitor the performance of the Treasury Management function including:
- approval of / amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices
 - budget consideration and approval
 - approval of the division of responsibilities
 - receiving and reviewing regular monitoring reports and acting on recommendations
 - approving the selection of external service providers and agreeing terms of appointment.
- 4.12. To consider and advise the Council on the Annual Governance Statement.