

**Manchester City Council
Report for Information**

Report to: Audit Committee – 18 January 2021
Subject: Work Programme and Recommendations Monitor
Report of: Governance and Scrutiny Support Unit

Summary

This report provides the following information:

- Recommendations Monitor
- Items for information
- The draft Work Programme

Recommendation

The Committee is invited to discuss the information provided and agree any changes to the work programme that are necessary.

Wards Affected: All

Contact Officers:

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Position: Governance Officer
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Background document (available for public inspection):

None

1. Monitoring Previous Audit Committee 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 June 2021		To request that an overview of the function, role and remit of the Commercial Board (Procurement, Contracts and Commissioning) is circulated to Audit Committee members for information.	<p>Summary of key boards and terms of reference for the Commercial Board to be collated and shared with Audit Committee members within training (December 2021)</p> <p>Terms of Reference of Commercial Board to be circulated to members of Audit Committee by end August 2021 (sent alongside RAGOS report to Committee members December 2021).</p>	Head of Audit and Risk Management
28 September 2021	AC/21/28 Review of internal Audit and Quality Assurance Improvement Programme (QAIP)	<p>To schedule a report which discusses the implementation of the Internal Audit Service restructure at its January 2022 meeting.</p> <p>To schedule a report on safeguards that limit impairments to independence within the internal audit function to the Committee's future work programme.</p>	<p>This item has been added to schedule of reports listed for the January 2022 meeting.</p> <p>This item has be added to the Committee's future Work Programme – to be included as part of the Internal Audit Plan 2022/23 report in March 2022.</p>	<p>Head of Audit and Risk Management</p> <p>Head of Audit and Risk Management</p> <p>Head of Audit</p>

		To schedule a report which discusses the selection of external service providers (including the agreement of the terms of appointment) to the Committee's future work programme.	Added to the Committee's Work Programme – date to be scheduled	and Risk Management
28 September 2021	AC/21/29 (Work Programme and Decisions Monitor)	<p>To agree the Committee's Work Programme, noting that the following had been added under the previous item of business:</p> <ul style="list-style-type: none"> • a report on the timing and scope of the External Audit Assessment of the Internal Audit Service through a Core Cities peer review programme shall be submitted to a future meeting. • a report on the selection of external service providers (including the agreement of the terms of appointment) for Treasury management advisors shall be added to the Committee's future work programme in line with the Committee's terms of reference. <p>To agree that a report on the Annual Audit Complaints procedure shall be submitted to the next meeting of the Committee.</p>	<p>Added to the Work Programme. Date to be agreed in consultation with the Chair of the Committee.</p> <p>Added to the future Work Programme. Date to be agreed in consultation with the Chair of the Committee.</p> <p>This item was considered at the 23 November 2021 meeting.</p>	<p>Head of Audit and Risk Management</p> <p>Deputy City Treasurer (Tom / Tim is there a date for this)</p>
28 September 2021	AC/21/31 (Annual Counter Fraud [Public Excluded])	To agree that an update on the formulation of the new audit plan for Housing Operations shall be submitted to a future meeting of the Committee.	This item has been added to the Committee's future Work Programme – to be included in the Internal Audit Plan 2022/23 report in March 2022.	Head of Audit and Risk Management

23 November 2021	AC/21/36 Internal Audit Assurance (Q2)	<ul style="list-style-type: none"> • To request that the Head of Audit and Risk Management liaises with the School Governors team to discuss the inclusion of oversight of School Financial Value assessments as part of its wider delivery of training for School Governors. • To request that a future update on Internal Audit Assurance, includes information about payment activity in Children Services and the Directorate for Adults is provided to a future meeting of the Committee. • To request that the Head of Audit and Risk Management liaises with Housing partners in Avro Hollows to ensure that ward members were suitably briefed on the outcome of audit activity around fire risk arrangements. 		Head of Audit and Risk Management
23 November 2021	AC/21/37 Outstanding Audit Recommendation s	<ul style="list-style-type: none"> • To request that the Head of Audit and Risk Management liaises with the Director of Education to explore the most appropriate route to consider changes to the frequency of Planning Permanence Meetings. 		Head of Audit and Risk Management
23 November 2021	AC/21/39 Risk Review: Procurement of an External Auditor	To support the preferred approach to opt into the sector-led option through Public Sector Audit Appointments Limited (PSAA) in respect of the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.		Head of Audit and Risk Management

		To endorse the proposal that the Chair shall write to Public Sector Audit Appointments Limited (PSAA) to seek assurance that their planned process for procurement and contract management is designed to address, as far as possible, the risks and issues evident in current external audit arrangements.		
23 November 2021	AC/21/40 Risk Review:	<ul style="list-style-type: none"> To request that future reports on complaints should include additional information from each directorate setting out how complaints are dealt with reference to governance arrangements and procedures and should include some narrative on how service had changed as a result of those complaints. 		Director of Policy, Performance and Reform

2. Items for Information

Not applicable.

**Audit Committee
Work Programme – February 2022**

Meeting Date: 15 February 2022, 10am (Report Deadline: 7 February 2021 – Agenda published: 8 February 2022)

Item	Purpose	Lead Executive Member	Strategic Director/ Lead Officer
External Audit Completion Progress Update	To receive a report of the External Auditors which discusses the completion of the external audit.	Councillor Craig	Head of Audit and Risk Management
Internal Audit Assurance Report Q3	To consider and comment on assurance provided from internal audit activity and reports to the end of quarter three.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
Outstanding Audit Recommendations Q3	To consider and comment on assurance provided from management action to implement Internal Audit recommendations to the end of quarter three.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
Internal Audit Resourcing Update	Update on progress in the restructure of internal audit and resourcing position. Audit Committee is asked to consider and comment on the update.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
Audit Strategy Memorandum / External Audit Plan	To consider and comment on the report of the Council's external auditors (Mazars) that summarises their audit approach, significant audit risks, areas of key judgements and details of the audit team for the 2022/23 audit.	Councillor Craig	External Audit (Mazars)

Item	Purpose	Lead Executive Member	Strategic Director/ Lead Officer
Risk Review Item: Prudential Code Review	To consider and comment on the update report on the review of the Code.	Councillor Craig	Deputy Chief Executive and City Treasurer/Deputy City Treasurer
Work Programme and Recommendations Monitor	To receive the Committee's Work Programme and Recommendations Monitor	-	Governance and Scrutiny Support Unit
Part B – External Audit Progress TBC	To receive a report of the Deputy City treasurer on the completion of the External Audit.	Councillor Craig	Deputy Chief Executive and City Treasurer

Meeting Date: 15 March 2022,10am (Report Deadline: 3 March 2022 – Agenda published: 7 March 2022)

Item	Purpose	Lead Executive Member	Strategic Director/ Lead Officer
External Audit Completion	Report from the External Auditor on the overall findings and recommendations resulting from the audit of the 2020/21 accounts Audit Committee is asked to consider and comment on the overall findings	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
Final Statement of Accounts	To seek Audit Committee approval for the final Annual Accounts following external auditor review. Item to include confirmation of completion of:	Councillor Craig	Deputy Chief Executive and City Treasurer/Deputy City Treasurer

	Letters / enquires for the Deputy Chief Executive and City Treasurer and Audit Committee Chair; and Letter of Representation		
Accounting Concepts and Policies, Critical Accounting Judgements and Key Sources of Estimation Uncertainty	To explain the accounting concepts and policies, critical accounting judgements and key sources of estimation uncertainty that will be used in preparing the accounts. Audit Committee is asked to consider and comment on the report.	Councillor Craig	Deputy Chief Executive and City Treasurer/Deputy City Treasurer
Annual Internal Audit Plan	To provide the Internal Audit Strategy and annual internal audit work plan for Audit Committee consideration in line with Public Sector Internal Audit Standards. Audit Committee is asked to review and approve the Strategy and the Plan.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
External Audit Update Report	To provide an update in respect of the external audit of the Council. Audit Committee is asked to consider and comment on the update.	Councillor Craig	External Audit
Risk Management Update	To provide the Risk Management Strategy and corporate risk register update. Audit Committee is asked to consider and comment on the update.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management

Risk Review Item	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. Audit Committee is asked to consider and comment on the updates.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
Work Programme and Recommendations Monitor	To receive the Committee's Work Programme and Recommendations Monitor	-	Governance and Scrutiny Support Unit

Meeting Date: 12 April 2022, 10am (Report Deadline: 3 February 2022)

Item	Purpose	Executive Member	Strategic Director/ Lead Officer
TBC			
Work Programme and Recommendations Monitor	To receive the Committee's Work Programme and Recommendations Monitor		Governance and Scrutiny Support Unit

To be scheduled			
Item	Purpose	Executive Member	Strategic Director/ Lead Officer
External Audit Assessment of the Internal Audit Service through a Core Cities	To receive a report on the external assessment of the Service through a Core Cities Peer Review. To include information on timing and scope of the Assessment.	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management

peer review programme shall be submitted to a future meeting			
Safeguards to limit impairments to independence	To be scoped in consultation with the Chair of the Audit Committee (See minute AC/21/28 Review of internal Audit and Quality Assurance Improvement Programme (QAIP))	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
The selection of external service providers (including the agreement of the terms of appointment)	To receive a report on the selection of external service providers which includes the a discussion on the agreement terms of appointment. (See minute AC/21/28 Review of internal Audit and Quality Assurance Improvement Programme (QAIP))	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management
Housing Operations – Audit Plan	To receive an update on the formulation of the new audit plan for Housing Operations. (See minute AC/21/31 (Annual Counter Fraud [Public Excluded]))	Councillor Craig	Head of Audit and Risk Management/Deputy Head of Audit and Risk Management