

**21/4/2016 AUDIT COMMITTEE
2016/17 WORK PROGRAMME**

	Lead Officer	21 July 2016	21 Sept 2016	1 Dec 2016	20 April 2017
Committee Administration					
Committee Terms of Reference	Inge Booth	√			
Set work programme for coming year	Helen Smith				√
Review progress against work programme	Helen Smith	√	√	√	√
Training – to be arranged as necessary outside meetings	Helen Smith	√			
Audit Committee Annual Report (Referral to Council)	Helen Smith				√
Update of progress regarding Internal and External Audit recommendations & the Annual Governance Action Plan	Shelagh McGregor	√	√	√	√
Private Meeting – Internal and External Audit	Inge Booth			√	
External Audit					
2014/15 Annual Audit Letter	Neil Krajewski			√	
2014/15 Grant Certification Report	Neil Krajewski				√
2015/16 Opinion Audit Plan	Neil Krajewski				√
Audit Fee Letter	Neil Krajewski				√

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External Auditor Update	Neil Krajewski	√		√	√
Appointment of External Audit	Helen Smith	As required			
Internal Audit					
2015/16 Annual Internal Audit Report	Niki Riley	√			
2016/17 Internal Audit Progress Report (including Individual Audit Report and updates on high priority recommendations if required)	Peter Harrison		√	√	√
Internal Audit Annual Plan (including review of Internal Audit Charter)	Peter Harrison	√ (2016/17)			√ (2017/18)
Review effectiveness of Internal Audit	Helen Smith	Defer until September 2016	√		
Accounts					
Review 2015/16 Statement of Accounts (including the International Auditing Standards compliance response) and Annual Governance Statement	Helen Smith	√			
2015/16 Statement of Accounts - Receive external auditor's opinion on Accounts (Audit Findings Report & Financial Resilience Report)	Neil Krajewski		√		

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2015/16 Approve Statement of Accounts amended following Audit (if needed) (including signature of letter of representation)	Helen Smith		√		
Review Accounting Policies for 2016/17 Statement of Accounts	Pete Notley				√
Regulatory Framework					
Review Annual Governance Statement for inclusion in the St of A/Cs Report above *	Shelagh McGregor	Incorporated into Statement of Accounts			
Appoint Panel to review Annual Governance Statement	Sandip Mahajan				√
Contribute to review of Constitution	Helen Smith			√	
Annual Review of Anti-Fraud Policy & Activity	Helen Smith			√	
Review of Performance Management Framework	Simon McVey	Additional report: process for future review			√
Review of Risk Management Policy	Simon McVey				√
Audit Committee Risk Register	Helen Smith	√		√	
Strategic Risk Register	Simon McVey	√		√	
Review Local Code of Governance	Helen Smith			√	
Review Whistleblowing Policy	Helen Smith			√	

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Review Audit Committee's effectiveness	Helen Smith			√	
Financial Issues					
Update of significant financial issues not covered elsewhere on the agenda	Shelagh McGregor	As required			