

**5/12/2019 AUDIT COMMITTEE
2019/20 WORK PROGRAMME**

	Lead Officer	25 July 2019	19 Sept 2019	5 Dec 2019	16 April 2020
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	√	As needed	As needed	As needed
Chair's Audit Committee Annual Report	Helen Smith/Chair				√ (referral to Council)
Private Meeting – Internal and External Audit	Inge Booth		√		
External Audit					
2018/19 Annual Audit Letter	Gareth Kelly		√		
2018/19 Grant Certification Report	Gareth Kelly				√
2019/20 Opinion Audit Plan	Gareth Kelly				√
Audit Fee Letter	Gareth Kelly	√			
External Auditor Update	Gareth Kelly		√	√	√
Internal Audit					
2019/20 Annual Internal Audit Report	Peter Harrison				√

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2019/20 Internal Audit Plan Progress, Individual Internal Audit Reports and Recommendation Follow Up Report	Peter Harrison	√	√	√	√
2019/20 Internal Audit Plan Recommendation Follow Up Report	Peter Harrison	√ (John Davies)		√	√
2020/21 Internal Audit Annual Plan (including review of Internal Audit Charter)	Peter Harrison				√
Review effectiveness of Internal Audit	Helen Smith		√		
Accounts					
Approve the 2018/19 Statement of Accounts, Annual Governance Statement and Action Plan Sign letter of representation	Helen Smith	√			
2018/19 Statement of Accounts - Receive external auditor's opinion on Accounts (Audit Findings Report & Financial Resilience Report)	Gareth Kelly	√			
Review Accounting Policies for 2019/20 Statement of Accounts	Helen Smith			√	
Regulatory Framework					
Review Annual Governance Statement for inclusion in the Statement of Accounts Report	Helen Smith	Incorporated into Statement of Accounts			

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Contribute to review of Constitution	Helen Smith			√	
Annual Review of Anti-Fraud Policy & Activity	Helen Smith/Katie Booth		√		
Review Whistleblowing Policy (Bi-annual)	Helen Smith			√	
Review of Performance and Risk Management Framework	Simon McVey				√
Review of Operational Risks above the line of risk tolerance	Simon McVey				√
Audit Committee Risk Register	Helen Smith	√		√	
Strategic Risk Register	Simon McVey	√		√	
Review Local Code of Governance	Helen Smith			√	
Review Audit Committee's effectiveness	Helen Smith			√	
Financial Issues					
Customer Connect Business Case & Updates	Simon McVey	√	√	√	√
Update of significant financial issues not covered elsewhere on the agenda	Helen Smith	As required			