

**17/09/2020 AUDIT COMMITTEE  
2020/21 WORK PROGRAMME**

	Lead Officer	17 Sept 2020	5 Nov 2020	Jan/Feb 2021	April 2021
<b>Committee Administration</b>					
Committee Terms of Reference	Inge Booth	Not required – not technically a new year and no change of membership			
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	As needed
Chair's Audit Committee Annual Report:	Helen Smith/Chair				√ (referral to Council): 2020/21 Council Year
Private Meeting – Internal and External Audit	Inge Booth		√		
<b>External Audit</b>					
Annual Audit Letter	Gareth Kelly			√ (2019/20)	
Grant Certification Report (Housing Benefits)	Gareth Kelly	√ (2018/19)		√ (2019/20)	
Opinion Audit Plan	Gareth Kelly	√ (2019/20)		√ (2020/21)	
Audit Fee Letter	Gareth Kelly	√ (2019/20)		√ (2020/21)	

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External Auditor Update	Gareth Kelly	√	√	√	√
<b>Internal Audit</b>					
Internal Audit Annual Plan (including review of Internal Audit Charter)	Peter Harrison	2020/21 √			2021/22 √
Annual Internal Audit Report	Peter Harrison	2019/20 √			2020/21 √
2020/21 Internal Audit Plan Progress, Individual Internal Audit Reports and Recommendation Follow Up Report	Peter Harrison	√	√	√	√
Review effectiveness of Internal Audit	Helen Smith		√		
<b>Accounts</b>					
Approve the 2019/20 draft Statement of Accounts	Helen Smith	√			
Approve the 2019/20 Statement of Accounts, Annual Governance Statement and Action Plan Sign letter of representation	Helen Smith		√		
2019/20 Statement of Accounts - Receive external auditor's opinion on Accounts (Audit Findings Report & Financial Resilience Report)	Gareth Kelly		√		

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Review Accounting Policies for 2020/21 Statement of Accounts	Helen Smith			√	
<b>Regulatory Framework</b>					
Review Annual Governance Statement for inclusion in the Statement of Accounts Report	Helen Smith	Incorporated into Statement of Accounts			
Contribute to review of Constitution	Helen Smith			√	
Annual Review of Anti-Fraud Policy & Activity	Helen Smith		√		
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			√	
<b>Financial Issues</b>					
Customer Connect Business Case & Updates	Simon McVey		Final report		

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Audit Committee Covid-19 Update	Helen Smith	√			
Update of significant financial issues not covered elsewhere on the agenda	Helen Smith	As required			