

**22/04/2021 AUDIT COMMITTEE
2020/21 WORK PROGRAMME**

	Lead Officer	17 Sept 2020	19 Nov 2020	11 Feb 2021 Meeting cancelled	April 2021
Committee Administration					
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	To arrange – new external audit requirements
Chair’s Audit Committee Annual Report:	Helen Smith/Chair				√ (referral to Council): 2020/21 Council Year
Private Meeting – Internal and External Audit	Inge Booth		√		
External Audit					
Annual Audit Letter	Gareth Kelly			√ (2019/20)	√ (2019/20)
Grant Certification Report (Housing Benefits)	Gareth Kelly	√ (2018/19)		√ (2019/20)	√ (2019/20)

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Opinion Audit Plan	Gareth Kelly	√ (2019/20)		√ (2020/21)	To next meeting
Audit Fee Letter	Gareth Kelly	√ (2019/20)		√ (2020/21)	To next meeting
External Auditor Update	Gareth Kelly	√		√	√
Internal Audit					
Internal Audit: Contractual Position	Helen Smith				√
Internal Audit Annual Plan (including review of Internal Audit Charter)	Peter Harrison	2020/21 √			2021/22 √
Annual Internal Audit Report	Peter Harrison	2019/20 √			To next meeting
2020/21 Internal Audit Plan Progress, Individual Internal Audit Reports and Recommendation Follow Up Report	Peter Harrison	√	√	√	√
Review effectiveness of Internal Audit	Helen Smith		√	√	√
Accounts					
Approve the 2019/20 draft Statement of Accounts	Helen Smith	√			

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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		√		
Review Accounting Policies for 2020/21 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			
Contribute to review of Constitution	Helen Smith			√	Defer to 2021/22
Annual Review of Anti-Fraud Policy & Activity	Helen Smith		√	√	Defer to 2021/22
Review Whistleblowing Policy (Bi-annual)	Helen Smith			√	Defer to 2021/22
Review of Performance and Risk Management Framework	Simon McVey				√
Review of Operational Risks above the line of risk tolerance	Simon McVey				√

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