

**22/04/2022 AUDIT COMMITTEE
2022/23 DRAFT WORK PROGRAMME**

	Lead Officer	28 July 2022	22 Sept 2022	8 Dec 2022	2 March 2023
Committee Administration					
Committee Terms of Reference	Adam Moffatt	√			
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	Adam Moffatt		√		
External Audit					
Annual Audit Letter	Gareth Kelly			√ (2021/22)	
Grant Certification Report (Housing Benefits)	Gareth Kelly				√ (2021/22)
Opinion Audit Plan	Gareth Kelly				√ (2022/23)
Audit Fee Letter	Gareth Kelly	√ (2021/22) (included in External Auditor Update)			
External Auditor Update	Gareth Kelly	√	√	√	√

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Internal Audit					
Internal Audit Annual Plan (including review of Internal Audit Charter)	Peter Harrison				
Annual Internal Audit Report	Peter Harrison	2021/22 ✓			2022/23 ✓
2022/23 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 2021/22 draft Statement of Accounts	Claire Read	✓			
Approve the 2021/22 Statement of Accounts, Annual Governance Statement and Action Plan Sign letter of representation	Helen Smith		✓		
2021/22 Statement of Accounts - Receive external auditor's opinion on Accounts (Audit Findings Report & Financial Resilience Report)	Gareth Kelly		✓		
Review Accounting Policies for 2022/23 Statement of Accounts	Claire Read				✓
Regulatory Framework					
Contribute to review of Constitution	Helen Smith		✓		

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Annual Review of Anti-Fraud Policy & Activity	Helen Smith	✓	✓		
Review Whistleblowing Policy (Bi-annual)	Helen Smith	Propose delete – new policy to be prepared for W&FC			
Review of Performance and Risk Management Framework	Simon McVey	Reviewed April 22			
Review of Operational Risks above the line of risk tolerance	Simon McVey	Reviewed April 22			
Audit Committee Risk Register	Helen Smith	✓		✓	
Strategic Risk Register	Simon McVey	✓		✓	
Review Local Code of Governance and AGS Action Plan	Helen Smith/Linda Fisher			✓ (if required)	
Review Audit Committee's effectiveness	Helen Smith			✓	
Financial Issues					
Update of significant financial issues not covered elsewhere on the agenda	Helen Smith	As required			