

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 15
<b>26 JUNE 2017</b>	<b>PUBLIC REPORT</b>

Report of:	Councillor Aitken, Chair of Audit Committee	
Cabinet Member(s) responsible:	Councillor Seaton, Resources Portfolio Holder	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296 334

<b>WORK PROGRAMME 2017/18</b>
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<b>R E C O M M E N D A T I O N S</b>
<p>It is recommended that the Audit Committee:</p> <ol style="list-style-type: none"> <li>Notes and agrees the Work Programme for the municipal year 2017/18.</li> </ol>

**1. ORIGIN OF REPORT**

1.1 This is a standard report to the Audit Committee which forms part of its agreed work programme. This report provides details of the Draft Work Programme for the following municipal year.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The Work Programme is based on previous year's agendas. The programme can be refreshed throughout the year in consultation with senior officer and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.

2.2 Training for members on specific aspects of the Audit Committee agenda are available throughout the year and will be arranged on request and will take place on a separate day to that of the committee meeting.

**3. IMPLICATIONS**

**Financial Implications**

3.1 There are none

**Legal Implications**

3.2 There are none

**Equalities Implications**

3.3 There are none

**4. APPENDICES**

4.1 Appendix A - Work Programme 2017/18



## APPENDIX A

DATE: 26 JUNE 2017			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Internal Audit: Annual Audit Opinion	Internal Audit Steve Crabtree	To receive, consider and endorse the annual Audit Opinion of Internal Audit for the year ended 31 March 2017.
	Investigations Team Annual Report 2016 / 2017	Internal Audit Steve Crabtree	To receive, consider and endorse the annual report on the investigation of fraud and irregularities for the year ended 31 March 2017
	Draft Annual Governance Statement	Internal Audit Steve Crabtree	To receive, consider and endorse the draft Annual Governance Statement for the year ended 31 March 2017
	Capital and Treasury Outturn 2016 / 2017	Finance Sian Warren	To receive, consider and endorse the Capital and Treasury outturn 2016/2017
	Draft Statement of Accounts 2016 / 2017	Finance Marion Kelly	To receive, consider and comment on the draft Statement of Accounts for the year ended 31 March 2017
	Audit Plan Update	EY	To receive an update on the Audit Plan from EY, to review their proposed approach and scope for the 2016/17 audit in accordance with requirements, and to ensure that the EY audit is aligned with the Committee's service expectations.

	Fees report	Finance Paul Cook	To approve the fees for the Municipal year 2017/2018
	Update on Constitution	Dem Services Pippa Turvey	To receive an update on changes to the PCC Constitution.
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.
	Approved Write-Offs Exceeding £10,000	Marion Kelly	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Draft Work Programme 2017 / 2018	Democratic Services Dan Kalley	

#### OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

**DATE: 25 SEPTEMBER 2017**

		<b>Section / Lead</b>	<b>Description</b>
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Risk Management: Strategic Risks	Governance Kevin Dawson	To receive details of the strategic risks impacting on the Council and the mitigating actions to address these.
	Audit of Statement of Accounts To Those Charged with Governance (ISA260)	Finance Marion Kelly & EY	To receive the final Statement of Accounts for the year ended 31 March 2017 incorporating the Annual Governance Statement together with the annual report to those charged with governance following their scrutiny by External Audit.
	Budget Monitoring Report Final Outturn 2016 / 2017	Finance Marion Kelly	To receive, consider and endorse the final outturn position for the year ended 31 March 2017
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required. To also include the outcome of a recent Surveillance Commission Inspection.
	Approved Write-Offs Exceeding £10,000	Finance Marion Kelly	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	

Standard	Work Programme 2016 / 2017	Democratic Services Dan Kalley	
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**OTHER POSSIBLE AGENDA ITEMS**

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Bens Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

**DATE: 20 NOVEMBER 2017**

		<b>Section / Lead</b>	<b>Description</b>
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Internal Audit: Mid Year Progress Report	Internal Audit Steve Crabtree	To receive an update on progress against the Annual Audit Plan together with details of any concerns
	Use of Consultants	Finance Marion Kelly	To receive an update on the Use of Consultants across the organisation
	Treasury Management	Finance Marion Kelly	To receive an update on the policy and effectiveness of treasury management
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.
	Approved Write-Offs Exceeding £10,000	Marion Kelly	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.

Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2017 / 2018	Democratic Services Dan Kalley	

**OTHER POSSIBLE AGENDA ITEMS**

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)



**DATE: 12 FEBRUARY 2018**

		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous meeting	Democratic Services Dan Kalley	
	External Audit: Annual Audit Letter and Other External Reports.	EY	To receive and approve the External Audit report in relation to issues identified as part of their audit works
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.
	Approved Write-Offs Exceeding £10,000	Finance Marion Kelly	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Member Dispensations on Allowances Rules	Governance Kim Sawyer	To consider a report following a recommendation made by members in regards to the dispensations granted.

Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2017 / 2018	Democratic Services Dan Kalley	

**OTHER POSSIBLE AGENDA ITEMS**

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

**DATE: 26 MARCH 2018**

		<b>Section / Lead</b>	<b>Description</b>
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Risk Management: Strategic Risks	Governance Kevin Dawson	To receive an update on the strategic risks for the Council
	Internal Audit: Draft Internal Audit Plan 2017 / 2018	Internal Audit Steve Crabtree	To receive and approve the Internal Audit Plan 2017 / 2018
	Draft Annual Audit Committee Report	Democratic Services Dan Kalley	To receive the Draft Annual Audit Committee Report prior to submission to Council
	External Audit plan	EY	To receive and approve the Draft External Audit Plan
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.

	Approved Write-Offs Exceeding £10,000	Steven TBC	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2017 / 2018	Democratic Services Dan Kalley	

**OTHER POSSIBLE AGENDA ITEMS**

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

<b>To be rescheduled:</b>			
		<b>Section / Lead</b>	<b>Description</b>