

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 11
<b>24 SEPTEMBER 2018</b>	<b>PUBLIC REPORT</b>

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

## **WORK PROGRAMME 2017/18**

### **R E C O M M E N D A T I O N S**

It is recommended that the Audit Committee:

1. Notes and agrees the Work Programme for the municipal year 2018/19.

#### **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 2018/19



## APPENDIX A

DATE: 16 JULY 2018			
		Section / Lead	Description
	Annual Governance Statement	Internal Audit Steve Crabtree	To consider and endorse the development of the Annual Governance Statement as included in the accounts.
	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 2018.
	Investigations Team Annual Report 2017 / 2018	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 2018.
	Capital and Treasury Outturn 2017 / 2018	Finance Pete Carpenter	To receive, consider and endorse the Capital and Treasury outturn 2017/2018
	Update of Treasury Management Strategy 2018/19	Finance Pete Carpenter	
	Audit of Statement of Accounts To Those Charged with Governance (ISA260) including Annual Governance Statement	Finance Pete Carpenter & EY	To receive the final Statement of Accounts for the year ended 31 March 2018 incorporating the Annual Governance Statement together with the annual report to those charged with governance following their scrutiny by External Audit.
	Audit Plan Update	EY	To receive an update on the Audit Plan from EY, to review their proposed approach and scope for the 2017/18 audit in accordance with requirements, and to ensure that the EY audit is aligned with the Committee's service expectations.
	Fees report	Finance Pete Carpenter	To approve the fees for the Municipal year 2018/2019
	<b>INFORMATION AND OTHER ITEMS</b>		

	Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation
	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	Pete Carpenter/Chris Yates	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Feedback report	Democratic Services Dan Kalley	
	Draft Work Programme 2018 / 2019	Democratic Services Dan Kalley	

**DATE: 24 SEPTEMBER 2018**

		<b>Section / Lead</b>	<b>Description</b>
	Treasury Management	Finance Pete Carpenter	To receive an update on the policy and effectiveness of treasury management
	Risk Management: Strategic Risks	Governance Simon Machen	To receive details of the strategic risks impacting on the Council and the mitigating actions to address these.
	Annual Report - Insurance	Audit Steve Crabtree	To receive an annual report on insurance
	External Audit: Annual Audit Letter	EY	To receive and approve the External Annual Audit Letter 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. To also include the outcome of a recent Surveillance Commission Inspection.
	Approved Write-Offs Exceeding £10,000 - None	Finance Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Feedback report	Democratic Services Dan Kalley	
	Work Programme 2018 / 2019	Democratic Services Dan Kalley	

**DATE: 19 NOVEMBER 2018**

		<b>Section / Lead</b>	<b>Description</b>
	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
	Treasury Management: Strategy	Finance Pete Carpenter	For Members to comment on the Treasury Management Strategy
	Winyates School Funding		To receive a report on the Winyates School Funding
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation

	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	Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Feedback report	Democratic Services Dan Kalley	
	Work Programme 2018 / 2019	Democratic Services Dan Kalley	

**DATE: 11 FEBRUARY 2019**

	Section / Lead	Description
External Audit plan	EY	To receive and approve the Draft External Audit Plan
Grants Certification report	EY and Finance	To receive a report on Grants Certification
Internal Audit: Approach to Audit Planning	Internal Audit Steve Crabtree	To receive a report on the approach to Audit Planning
Capital Strategy 2018 - 2021	Finance Pete Carpenter	

	Treasury Management Strategy Including the Investment Policy 2018 - 2021	Finance Pete Carpenter	
	Risk Management: Strategic Risks	Governance Simon Machen	To receive an update on the strategic risks for the Council
	Residents Car Parking Scheme		To receive a report on the residents car parking scheme and any updates.
	<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 Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Feedback report	Democratic Services Dan Kalley	
	Work Programme 2018 / 2019	Democratic Services Dan Kalley	

**DATE: 25 MARCH 2019**

		<b>Section / Lead</b>	<b>Description</b>
	Draft Annual Audit Committee Report	Democratic Services Dan Kalley	To receive the Draft Annual Audit Committee Report prior to submission to Council
	Internal Audit: Draft Internal Audit Plan 2019 / 2020	Internal Audit Steve Crabtree	To receive and approve the Internal Audit Plan 2019 / 2020
	<b>INFORMATION AND OTHER ITEMS</b>		
	Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation
	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	Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Feedback report	Democratic Services Dan Kalley	