

Meeting date: 20 June 2022

Training/Briefing Dates: 13 June 6pm and 15 June 5pm

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Annual Statement of Accounts – Verbal update EY	Ernst & Young (External Auditors).  Sian Warren/Kirsty Nutton/Cecilie Booth - Finance	<b>2.2.1.19</b>  To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.	The Council is required to prepare a Statement of Accounts each financial year, and it must be prepared in accordance with statutory timelines and accounting practices. Since 2010/11 those accounting practices have been based on International Financial Reporting Standards (IFRS) which facilitate the production of accounts in a standardised and consistent format across all industries, public and private sectors, providing greater transparency to all stakeholders.	
Annual Audit Letter	Ernst & Young (External Auditors)  Sian Warren/Kirsty Nutton/Cecilie Booth - Finance	<b>2.2.1.5</b>  To consider the external auditors annual letter, relevant reports, and the report to those charged with governance and  <b>2.2.1.7</b>	There is a requirement of the NAO Code of Audit Practice for EY to issue an Annual Audit Letter to Those Charged with Governance (the Audit Committee) following conclusion of the audit and issue of the audit certificate.	

		To comment on the scope and depth of external audit work and to ensure it gives value for money		
2021/22 Outturn report	Cecilie Booth/Emma Riding			

Meeting date: Monday 25 July 2022

Training/Briefing Dates: 18 July 2022 & 20 July 2022

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Audit Committee deep dive	TBC	TBC	An opportunity for the Committee to have a deep dive into an area of interest to the Committee. Further details of the nature of the deep dive will be updated in the work programme.	
Annual Governance Statement	Steve Crabtree – Chief Internal Auditor  Cecilie Booth – Acting Corporate Director Resources	<b>2.2.1.17</b>  To oversee the production of the authority’s Annual Governance Statement and to recommend its adoption	The production of the Annual Governance Statement (AGS) forms part of the annual closure of accounts process. It is not a financial exercise, but represents a corporate overview of the processes and	

		<p><b>2.2.1.18</b></p> <p>To consider the Councils arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.</p>	<p>procedures adopted by Peterborough to manage its affairs.</p>	
Risk Management Framework and Policies	Steve Crabtree – Chief Internal Auditor (input from EY)	<p><b>2.2.1.15</b></p> <p>To monitor the effective development and operation of risk management and corporate governance in the Council.</p>	<p>Responsibility for the risk management framework</p>	
Internal Audit: Annual Audit Opinion	Steve Crabtree – Chief Internal Auditor	<p><b>2.2.1.1</b></p> <p>To consider the annual report and opinion of the Corporate Director Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.</p>	<p>The purpose of this report provides an overall opinion on the soundness of the control environment in place to minimise risk to the Council. It is based on the findings of completed audits and activities undertaken by the Internal Audit Team during 2021 / 2022.</p>	
Investigations Team Annual Report 2021 / 2022	Steve Crabtree – Chief Internal Auditor	<p><b>2.2.1.16</b></p> <p>To monitor council policies on “raising concern at work”</p>	<p>The purpose of this report is to present the work carried out during the past year to minimise the risk of fraud,</p>	

		and the anti-fraud and anti-corruption strategy and the Council's complaints process.	bribery and corruption occurring in the Council.	
Insurance: Annual Report 2021 / 2022	Steve Crabtree – Chief Internal Auditor	<b>2.2.1.15</b> To monitor the effective development and operation of risk management and corporate governance in the Council.	The purpose of this report is to present the work carried out during the past year to provide an effective insurance function which provides cover for all aspects of the Council whilst minimising the cost.	
Budget Monitoring Outturn 2021 / 2022	Cecilie Booth – Acting Corporate Director Resources  Emma Riding – Budget Planning and Reporting Manager	<b>2.2.1.19</b> To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.	The report provides Audit Committee with the outturn position for both the revenue budget and capital programme for 2021/22.  The report contains performance information on the payment of creditors and collection performance for debtors, local taxation and benefit overpayments.	
Audit Results report for year ended 31 March 2022	Ernst & Young – External Auditors  Cecilie Booth – Acting Corporate Director Resources	<b>2.2.1.19</b> To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have	To review the Audit results report from the External Auditors.	

	Kirsty Nutton – Deputy S151 Officer	been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.		
Audit Committee Effectiveness	Steve Crabtree – Chief Internal Auditor	<b>2.2.1.18</b> To consider the Councils arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.	To provide Members with an update on progress in developing the audit plan.	
Decisions of the Shareholder Cabinet Committee	Pippa Turvey – Democratic & Constitutional Services Manager	<b>2.2.2.12</b> To consider reports in relation to the performance of the Council's companies, alongside comments from the Shareholder Cabinet Committee.	The purpose of this report is to ensure that the Audit Committee is updated on the work of the Shareholder Cabinet Committee in relation the Council's companies.	

Meeting date: Monday 12 September 2022

Training/Briefing dates: 6 September 2022

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
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Risk Management: Strategic Risks	Cecilie Booth – Acting Corporate Director Resources	<b>2.2.2.15</b>  To monitor the effective development and operation of risk management and corporate governance in the council.	The purpose of this report is for the Audit Committee to note and comment on the Risk Management Report.	
External Audit plan for year ended 31 March 2022	Ernst Young – External Auditors  Sian Warren/Cecilie Booth/Kirsty Nutton - Finance	<b>2.2.2.5</b>  To consider the external auditors annual letter, relevant reports and the report to those charged with governance.  <b>2.2.2.7</b>  To comment on the scope and depth of external audit work and to ensure it gives value for money.	The purpose of this report is to involve the Audit Committee in determining the audit approach and to identify any additional issues it considers relevant to the audit.	
Budget Setting and Scrutiny processes	Cecilie Booth – Interim Corporate Director Resources		For the committee to review the budget setting process and the joint scrutiny of the budget arrangements.	

Meeting date: Monday 28 November 2022

Training/Briefing dates: 22 November 2022

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Audit Committee deep dive (potentially on write offs)	TBC	TBC	An opportunity for the Committee to have a deep dive into an area of interest to the Committee. Further details of the nature of the deep dive will be updated in the work programme.	
Internal Audit: Mid Year Progress Report	Steve Crabtree – Chief Internal Auditor	<p><b>2.2.2.1</b></p> <p>To consider the annual audit report and opinion of the Corporate Director of Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.</p>	The purpose of this report provides an overall opinion on the soundness of the control environment in place to minimise risk to the council. It is based on the findings of the completed internal audits from the Annual Audit Plan 2022 / 2023 as at 30 September 2022.	
Audit Committee start time 2023/24	Dan Kalley – Senior Democratic Services Officer	<p><b>Council Standing Order section 4.4.1</b></p> <p>The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding</p>	The purpose of this report is to allow the Audit Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2023-24.	Full Council January 2023

		municipal year (or as near to this time as possible).		
Treasury Management Strategy (Half year report)	Cecilie Booth – Acting Corporate Director Resources  Fiona Leverton – Capital Accounting & Treasury Manager	<b>2.2.1.18</b>  To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.	The purpose of this report is to report current performance and the forecast outturn position against the Prudential Indicators in the strategy.	
Decisions of the Shareholder Cabinet Committee	Pippa Turvey – Democratic & Constitutional Services Manager	<b>2.2.2.12</b>  To consider reports in relation to the performance of the Council's companies, alongside comments from the Shareholder Cabinet Committee.	The purpose of this report is to ensure that the Audit Committee is updated on the work of the Shareholder Cabinet Committee in relation the Council's companies.	

Meeting date: 30 January 2023

Training/Briefing dates: 24 January 2023

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Audit Committee deep dive	TBC	TBC	An opportunity for the Committee to have a deep	



			dive into an area of interest to the Committee. Further details of the nature of the deep dive will be updated in the work programme.	
Internal Audit: Approach to Audit Planning	Steve Crabtree – Chief Internal Auditor	<b>2.2.2.9</b>  To commission work from internal and external audit.	The purpose of this report is to provide Members with details of Internal Audit's annual planning approach and emerging issues and risks that Internal Audit need to provide assurance over. It provides an opportunity for Members to consider these themes and provide input into the development of the Audit Plan.	
Treasury Management Strategy including update on risks	Cecilie Booth – Acting Corporate Director Resources  Fiona Leverton – Capital Accounting & Treasury Manager	<b>2.2.1.18</b>  To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.	To provide the Treasury Management Strategy 2022/23 to Audit Committee for approval of the policies and Prudential Indicators in line with the consultation timelines for the MTFS.	Part of the Medium Term Financial Strategy presented to Full Council in March

Meeting date: 20 March 2023

Training/Briefing dates: 16 March 2023

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Audit Committee deep dive	TBC	TBC	An opportunity for the Committee to have a deep dive into an area of interest to the Committee. Further details of the nature of the deep dive will be updated in the work programme.	
Draft Annual Audit Committee report	Dan Kalley – Senior Democratic Services Officer  Cecilie Booth – Acting Corporate Director Resources  Steve Crabtree – Chief Internal Auditor	<b>2.2.2.13</b>  To produce an annual report for consideration by Full Council.	The Audit Committee has been in operation since Annual Council in May 2006 (first meeting June 2006). The Committee has a wide ranging remit that underpins the Council's governance processes by providing independent challenge and assurance of the adequacy of risk management, internal control including internal audit, anti-fraud and the financial reporting framework.	Full Council July 2023
Internal Audit: Draft Internal Audit Plan 2023 / 2024	Steve Crabtree – Chief Internal Auditor	<b>2.2.1.1</b>  To consider the annual report and opinion of the Corporate Director Resources and a summary of internal audit activity	The purpose of this report is to ensure that the Council reviews and agrees the audit activity for the next audit year.	

		<p>(actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.</p> <p><b>2.2.1.3</b></p> <p>To consider reports dealing with the management and performance of the providers of internal audit services.</p> <p><b>2.2.1.18</b></p> <p>To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.</p>		
Risk Management: Strategic Risks	Cecilie Booth – Acting Corporate Director Resources	<p><b>2.2.2.15</b></p> <p>To monitor the effective development and operation of risk management and corporate governance in the council.</p>	The purpose of this report is for the Audit Committee to note and comment on the Risk Management Report.	
Decisions of the Shareholder Cabinet Committee	Pippa Turvey – Democratic & Constitutional Services Manager	<p><b>2.2.2.12</b></p> <p>To consider reports in relation to the performance of the Council's companies, alongside comments from</p>	The purpose of this report is to ensure that the Audit Committee is updated on the work of the Shareholder Cabinet Committee in relation to the Council's companies.	

		the Shareholder Cabinet Committee.		
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Date for item TBC

<b>Agenda Item</b>	<b>Responsible Author(s)</b>	<b>Audit Committee Terms of Reference</b>	<b>Brief description</b>	<b>Relevant onward Committee and date (if applicable)</b>
Councils Value for Money position				
Report on Shared Services	Cecilie Booth – Acting Corporate Director Resources  Matt Gladstone – Chief Executive			
Update on Procurement (single tender contracts) to include an update from Head of Procurement				

Actions and results from the first Independent Panel	Cecilie Booth – Interim Corporate Director Resources Fiona McMillan – Director Law and Governance			
Financial Action and Improvement Plan	Cecilie Booth – Interim Corporate Director Resources		To review along with scrutiny committee the financial action plan in place.	
Council's Reserves Policy	Cecilie Booth – Interim Corporate Director Resources		Report and update on the Council's reserve position	

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