

Appendix A

Meeting date: 27 November 2023

Briefing date: 21 November 2023

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Internal Audit: Mid Year Progress Report	Steve Crabtree – Chief Internal Auditor	<p>2.2.2.1</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>	<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.</p>	
Audit Committee start time 2024/25	Democratic and Constitutional Services Manager	<p>Council Standing Order section 4.4.1</p> <p>The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding municipal year (or as near to this time as possible).</p>	<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 2024-25.</p>	Full Council January/March 2024

Treasury Management – mid year update	Cecilie Booth – Executive Director Corporate Services Jeremy Harrison Jill Evans – Service Director Corporate Finance & Deputy S151 Officer	2.2.1.18 To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.		Full Council December
Annual Report Corporate Complaints	Belinda Evans – Complaint Manager	2.2.2.16 To monitor Council policies on "raising concerns at work" and the anti-fraud and anticorruption strategy and the Council's complaints process	The purpose of the report is to update members on the Council's Complaints procedure.	
Audit Committee Terms of Reference	Audit Chair Democratic Services	2.2.2.14 To review any issue referred to it by the Chief Executive or a Director, or any Council body.	To review updates to the Committee's terms of reference	
Council Commercial Activities (to be deferred)	Adesuwa Omoregie – Interim Head of Legal and Deputy Monitoring Officer	2.2.2.15 To monitor the effective development and operation of risk management and corporate governance in the council.	To review the Council's commercial activities and risks associated with this.	

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Decisions of the Shareholder Cabinet Committee	Democratic & Constitutional Services Manager	2.2.2.12 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 to the Council's companies.	
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Meeting date: 29 January 2024

Briefing date: 23 January 2024

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Internal Audit: Approach to Audit Planning	Steve Crabtree – Chief Internal Auditor	2.2.2.9 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.	
Progress report Annual Governance Statement	Steve Crabtree – Chief Internal Auditor	2.2.1.17	To review the progress against the Annual Governance Statement	

	Cecilie Booth – Executive Director Corporate Services	To oversee the production of the authority's Annual Governance Statement and to recommend its adoption 2.2.1.18 To consider the Councils arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.		
Risk Management Framework	Ray Hooke Gerry Roche	2.2.2.15 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.	
Independent Improvement and Assurance Panel update (final report)	Emma Riding – Service Director Financial Management & Deputy S151 Officer Cecilie Booth – Executive Director Corporate Services	2.2.2.14 To review any issue referred to it by the Chief Executive or a Director, or any Council body.	To receive the Independent Improvement and Assurance Panel final report to Full Council	
Treasury Management Strategy	Cecilie Booth – Executive Director Corporate Services Jeremy Harrison	2.2.1.18 To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure	The purpose of this report is to report current performance and the forecast outturn position against the Prudential Indicators in the strategy.	

	Jill Evans – Service Director Corporate Finance & Deputy S151 Officer	compliance with best practice.		
Update on procurement	Lesley Meeks – Procurement Specialist Richard McCarthy – Head of Commercial and Procurement	2.2.2.18 To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.	To review any activity by directorates/teams that had not followed procurement guidelines.	
Draft Statement of Accounts and Audit Results report for year ended 31 March 2023	Ernst & Young – External Auditors Cecilie Booth – Executive Director Corporate Services	2.2.1.19 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.	To review the Audit results report from the External Auditors.	
Debt Write Offs	Chris Yates – Financial Manager (Business Manager) Cecilie Booth – Executive Director Corporate Services	2.2.2.14 To review any issue referred to it by the Chief Executive or a Director, or any Council body.	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.	

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Meeting date: 18 March 2023

Training/Briefing dates: 13 March 2023

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Draft Annual Audit Committee report	Senior Democratic Services Officer Cecilie Booth – Executive Director Corporate Services Steve Crabtree – Chief Internal Auditor	2.2.2.13 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.	Presented to June Audit Committee before Full Council July 2023
Internal Audit: Draft Internal Audit Plan 2023 / 2024	Steve Crabtree – Chief Internal Auditor	2.2.1.1 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	The purpose of this report is to ensure that the Council reviews and agrees the audit activity for the next audit year.	

		<p>corporate governance arrangements.</p> <p>2.2.1.3</p> <p>To consider reports dealing with the management and performance of the providers of internal audit services.</p> <p>2.2.1.18</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	Ray Hooke – Head of Corporate Delivery Unit	<p>2.2.2.15</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.	

TBC July 2024

Pre-meeting – TBC

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
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Draft Annual Governance Statement	Steve Crabtree – Chief Internal Auditor Cecilie Booth – Executive Director Corporate Services	<p>2.2.1.17</p> <p>To oversee the production of the authority’s Annual Governance Statement and to recommend its adoption</p> <p>2.2.1.18</p> <p>To consider the Councils arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.</p>	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 procedures adopted by Peterborough to manage its affairs.	
Internal Audit: Annual Audit Opinion	Steve Crabtree – Chief Internal Auditor	<p>2.2.1.1</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>	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.	
Investigations Team Annual Report 2023 / 2024	Steve Crabtree – Chief Internal Auditor	<p>2.2.1.16</p>	The purpose of this report is to present the work carried out during the past year to	

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		To monitor council policies on “raising concern at work” and the anti-fraud and anti-corruption strategy and the Council’s complaints process.	minimise the risk of fraud, bribery and corruption occurring in the Council.	
Insurance: Annual Report 2023 / 2024	Steve Crabtree – Chief Internal Auditor	2.2.1.15 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.	
Audit Committee Effectiveness	Steve Crabtree – Chief Internal Auditor	2.2.1.18 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.	
Budget Outturn Report	Emma Riding - Service Director Financial Management & Deputy S151 Officer		To note the Budget Outturn report	

Meeting date: TBC September 2024

Pre-meeting: TBC

Agenda Item	Responsible Author(s)	Audit Committee Terms of Reference	Brief description	Relevant onward Committee and date (if applicable)
Risk Management: Framework and Strategic Risks	Ray Hooke – Head of Corporate Delivery Unit	<p>2.2.2.15</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.	
Update on procurement	<p>Lesley Meeks – Procurement Specialist</p> <p>Richard McCarthy – Head of Commercial and Procurement</p>	<p>2.2.2.18</p> <p>To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.</p>	To review any activity by directorates/teams that had not followed procurement guidelines.	
Decisions of the Shareholder Cabinet Committee	Democratic & Constitutional Services Manager	<p>2.2.2.12</p> <p>To consider reports in relation to the performance of the Council's companies, alongside comments from the Shareholder Cabinet Committee.</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 the Council's companies.	