

AUDIT COMMITTEE - WORK PROGRAMME

MEETING DATE	ISSUE	OFFICER / INVITEE	COMMENTS
23rd April 2024	2023/24 External Audit Plan	External Auditor (Azets)	External Audit Business, (if required) <i>Requested item for this meeting</i>
	Internal Audit Plan – Progress	Audit Manager	<i>Standing item (every meeting)</i>
	Council’s Use of Regulation of Investigatory Powers Act (RIPA)	Head of Democracy	<i>Standing item (every meeting)</i>
	Risk Management (Risk Register)	Head of Democracy	<i>Standing item (every meeting)</i>
	2024/25 Internal Audit Draft Plan	Audit Manager	<i>Annually, (April meeting)</i> Internal Audit Business
	Annual Audit Letter	Previous External Auditor (Mazars)	<i>Annually (April meeting)</i> External Audit Business
	Audit Committee Annual Report	Audit Committee Members / Audit Manager	<i>Annually (April meeting)</i> <i>New item</i>

16th July 2024	Election of Vice-chair	N/A	<i>Annually (1st meeting of new council year)</i>
	External Audit Progress Report and Technical Update – Audit Strategy Memorandum	External Auditor (Azets)	External Audit Business <i>Standing item (every meeting)</i>
	Internal Audit Plan – Progress	Audit Manager	<i>Standing item (every meeting)</i>
	Council’s Use of Regulation of Investigatory Powers Act (RIPA)	Head of Democracy	<i>Standing item (every meeting)</i>
	Risk Management (Risk Register)	Head of Democracy	<i>Standing item (every meeting)</i>
	2023/24 Internal Audit Annual Report	Audit Manager	<i>Annually (July meeting)</i>
	Antifraud & Corruption Strategy and Whistleblowing strategy	Head of Democracy	<i>Annually (July meeting)</i>
	Treasury Management (Q4) Outturn Report	Head of Finance	<i>Annually (July meeting)</i>
	Environmental Audit (outcomes)	Director of Commercial & Economic Development / Sustainability Officer	<i>Annually (July meeting)</i> <i>Note: Six-month exception report where identified actions are not implemented by the target date.</i>
	Annual IT Health Check (Code of Connection) -EXEMPT	Director of Customer Experience / Information Technology Delivery Manager	<i>Annually, (July meeting)</i>
	Investment Performance Report – EXEMPT	Director of Commercial & Economic Development	<i>Reported every six months (last reported January 2024)</i>

22nd October 2024	Financial Statements Training	Director of Finance, Governance and Contracts / Head of Finance	Suggest before November Accounts meeting
	External Audit Progress Report and Technical Update – Audit Strategy Memorandum	External Auditor (Azets)	External Audit Business <i>Standing item (every meeting)</i>
	Internal Audit Plan – Progress	Audit Manager	<i>Standing item (every meeting)</i>
	Council’s Use of Regulation of Investigatory Powers Act (RIPA)	Head of Democracy	<i>Standing item (every meeting)</i>
	Risk Management (Risk Register)	Head of Democracy	<i>Standing item (every meeting)</i>
	Treasury Management Report (Q1)	Head of Finance	<i>Quarterly</i>

19th November 2024	Annual External Audit Completion Report 2023/24	External Auditor (Azets)	<i>External Audit Business</i> <i>Annually (Accounts meeting)</i>
	Annual Governance Statement & review of the Code of Corporate Governance	Head of Legal and Electoral Services	<i>Annually (Accounts meeting)</i>
	Statement of Accounts 2023/24	Head of Finance	<i>Annually (Accounts meeting)</i>

January 2025	Annual Treasury Management Training	Link Market Services	<i>Before February Audit Committee meeting</i>
11th February 2025	External Audit Progress Report and Technical Update	External Auditor (Azets)	External Audit Business, (if required) <i>Standing item (every meeting)</i>
	Internal Audit Plan – Progress	Audit Manager	<i>Standing item (every meeting)</i>
	Council’s Use of Regulation of Investigatory Powers Act (RIPA)	Head of Democracy	<i>Standing item (every meeting)</i>
	Risk Management (Risk Register)	Head of Democracy	<i>Standing item (every meeting)</i>
	2024/25 Capital Strategy, Treasury Management Statement, Annual Investment Strategy and MRP Strategy	Director of Finance Governance and Contracts / Head of Finance	<i>Annually, (February meeting)</i>
	Investment Performance Report – EXEMPT	Director of Commercial & Economic Development	<i>Reported every six months</i>
	Treasury Management Report (Q2 and Q3)	Head of Finance	<i>Quarterly (new item)</i>

2026	External Quality Assessment of Internal Audit	Audit Manager	<i>Every five years, last considered in Feb 2021 (next due in 2026)</i>
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