

North Somerset Council

REPORT TO THE	AUDIT COMMITTEE
DATE OF MEETING:	14TH NOVEMBER 2019
SUBJECT OF REPORT:	AUDIT COMMITTEE WORK PLAN
TOWN OR PARISH:	NONE
OFFICER/PRESENTING:	JEFF WRING – AUDIT WEST
KEY DECISION:	N/A

RECOMMENDATIONS:

The Audit Committee notes the following subject to comments at its formal meeting –

- a) Ongoing Work Plan for 2019/20.
- b) Recruitment of Lay Members

SUMMARY OF REPORT

This report sets out the proposed work plan of the Audit Committee for 2019/20 and consideration of recruitment of lay members to the Committee.

1. POLICY

None.

2. DETAILS

The details of the Audit Committee Work Plan are set out in Appendix A, the plan is based on the Committee's terms of reference and any statutory requirements required of the Council, i.e. approval of the Annual Accounts.

Lay Members to the Committee's membership can be recruited to assist the work of the Committee and the authority to recruit is contained within the Committee's terms of reference. The Committee continues to assess its experiences and skills and it is hoped this exercise will shortly be concluded at which point consideration to the recruitment of a lay member will be given.

Any recruitment exercise would normally include the Chair of the Committee, a lead Council Officer and if necessary one additional member. The Committee are asked for their views on any recruitment process and associated timeframes.

3. CONSULTATION

The content of the Work Plan has been discussed with relevant Council Officers and the Chair of the Committee and is refined on an ongoing basis.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this report as Lay Members are unpaid.

5. RISK MANAGEMENT

Agreeing a work plan contributes to ensuring there is an effective Audit Committee. This helps to mitigate against any failure by the Council to obtain independent assurance in relation to demonstrating good governance.

6. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None.

7. EQUALITY IMPLICATIONS

There are no specific equality implications.

8. CORPORATE IMPLICATIONS

Good Corporate Governance and Risk Management is the responsibility of all officers and Members of the Council.

9. OPTIONS CONSIDERED

None.

AUTHORS

Jeff Wring Audit West 01275 884750

jeff.wring@n-somerset.gov.uk

BACKGROUND PAPERS

Members requiring further information are requested to refer to the agenda, reports and minutes of the Committee meetings posted on the council's website.

APPENDIX A - Current Audit Committee Work Plan 2019/20

Meeting Date	Proposed Agenda Items
Induction Workshop – 4 July 2019	<ul style="list-style-type: none"> - Role of Audit Committee - Role of External Audit - Role of Internal Audit - Role of S151/Finance - Annual Accounts 2018/19
Formal Meeting – 25 July 2019	<ul style="list-style-type: none"> - Final Accounts (Incl AGS) 2018/19 - Governance Reports 2018/19 - Treasury Management Outturn 2018/19 - Internal Audit Annual Report 2018/19 - Internal Audit Annual Plan 2019/20 - Annual Report of Committee 2018/19
Formal Meeting – 14 November 2019	<ul style="list-style-type: none"> - Revised Terms of Reference - External Audit Update & Annual Audit Letter - Treasury Management 6 Month Update - Annual Accounts Update 2019/20 - Internal Audit 6 Month Update - Fraud & Corruption Annual Update - Risk Management Annual Update - Work Plan 2019/20
Informal Workshop – January 2020	<ul style="list-style-type: none"> - Treasury Management (Strategy) (Led by Treasury Management Advisors)
Formal Meeting – 30 January 2020	<ul style="list-style-type: none"> - External Audit Update Report incl Grant Letter - External Audit Plan - Treasury Management Strategy 2020/21 - Internal Audit Plan Update 2020/21 - Annual Governance Statement Update
Informal Workshop – June/July 2020	<ul style="list-style-type: none"> - Annual Accounts 2019/20 - Annual Governance Statement 2019/20
Formal Meeting – 23 July 2020	<ul style="list-style-type: none"> - Final Accounts (Incl AGS) 2019/20 - Governance Reports 2019/20 - Treasury Management Outturn 2019/20 - Internal Audit Annual Report 2019/20 - Internal Audit Annual Plan 2020/21 - Annual Report of Committee 2019/20
Formal Meeting – 12 November 2020	<ul style="list-style-type: none"> - External Audit Update & Annual Audit Letter - Treasury Management 6 Month Update - Internal Audit 6 Month Update - Fraud & Corruption Annual Update - Risk Management Annual Update - Work Plan 2019/20