

Audit Committee Formal Meetings Work Plan - which set out provisional agendas for forthcoming meetings				Jan-24	Apr-24	Sep-24	Nov-24
Title	Frequency	Lead Officer	Purpose of Report				
Annual Letter of Representation	Annual	Committee chair/ Dir Corporate Services	Letter of Representation reagding External audit				
Audit Committee Workplan	Annual	Committee chair/ Dir Corporate Services	Member Information and Assurance				
Report of Work Undertaken by Audit Committee	Annual	Committee Chair/ Head of Internal Audit	Member Information and Assurance				
Annual Governance Statement Approach	Annual	Head of Internal Audit	Member Information and Engagement on the approach to developing the AGS				
Annual Governance Statement (Draft)	Annual	Director of Corporate Services	To present the draft AGS for consideration of matters of risk, governance, internal control				
Annual Governance Statement (Final)	Annual	Director of Corporate Services	To present the AGS for consideration of matters of risk, governance, internal control, and associated Annual Governance Statement Action Plan				
Business Continuity Governance	Annual	Emergency Manager	Risk Management Governance				
Annual Audit Letter (EA)	Annual	External Auditors	To provide those charged with Governance the External Audit Findings on the Quality of the Statement of Accounts and Annual Governance Statement, to provide Independent Assurance				
External Auditor (EA), audit plan	Annual	External auditors	To provide those charged with Governance the forward plan for External audit engagement				
Annual Auditors report	Annual	External Auditors/ Dir Corporate Services	To provide those charged with Governance the External Audit Findings on value for money at the council				
External Audit (EA) Findings Report/Audit Opinion	Annual	External Auditors/Head of Finance	To provide those charged with Governance the External Audit Findings on the Quality of the Statement of Accounts and Annual Governance Statement, to provide Independent Assurance				
Risk Management Framework Update	Annual	Head of Business Insight, Policy and Partnerships	Risk Management Governance				
Annual Statutory Accounts (Draft)	Annual	Head of Finance	Draft Statement of Accounts				
Annual Statutory Accounts (Audited)	Annual	Head of Finance	Audited Statement of Accounts				
Accounting Policies	Annual	Head of Finance	Finance Governance and Assurance				
Treasury Management 2023/24 Quarter 2 /mid-year and 2024/25 Draft TM Strategy update	Annual	Head of Finance	Treasury Management Quarterly update and look ahead at next year's Treasury management Strategy				
Treasury Management Strategy 2024/25	Annual	Head of Finance	Treasury Management Strategy Governance Assurance				
Treasury Management 2024/25 Quarter 3 performance	Annual	Head of Finance	Treasury Management Quarterly update				
Treasury Management 2023/24 Quarter 4 performance /outturn and 2024/25 Quarter 1 performance	Annual	Head of Finance	Annual Treasury Management Outturn and Quarterly update				
Treasury Management 2024/25 Quarter 2 /mid-year and 2025/26 Draft TM Strategy update	Annual	Head of Finance	Treasury Management Quarterly update and look ahead at next year's Treasury management Strategy				
Counter Fraud - Annual Anti-Bribery, Fraud and Corruption Policy/Report	Annual	Head of Internal Audit	Annual Report on progress/ activity				
Internal Audit Plan - Draft	Annual	Head of Internal Audit	Consultation and procees paper				
Internal Audit Plan	Annual	Head of Internal Audit	IA Plan for Ctte sign-off				
Review of Minutes and Matters Arising from previous meetings	Quarterly	Committee chair/ Dir Corporate Services	Review of actions and matters brought forward from previous meetings				
Risk Register updates - NSC	Quarterly	Head of Business Insight, Policy and Partnerships	Corporate Governance monitoring				
Internal Audit (IA) updates and Annual Report	Quarterly	Head of Internal Audit	Internal Audit Assurance				
External Auditor (EA), progress update	Six monthly	External Auditors	To provide those charged with Governance the External Audit Findings on the Quality of the Statement of Accounts and Annual Governance Statement, to provide Independent Assurance				
Treasury Management (TM) performance/ outturn	Six monthly	Head of Finance	Annual Treasury Management Outturn				
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Governance - ad hoc reports when changes happen, a risk arises which requires additional assurance or as a result of audit recommendations							
ICT Security update	When required	Head of ICT					
Updates to the Constitution and Financial Reg	When required	Monitoring Officer	To review and approve changes to the Councils constitution ahead of the annual general meeting				