

AUDIT & RISK COMMITTEE 2014-15 - ANNUAL TIMETABLE (OUTLINE) This version 21/02/14

Grey shaded = meeting passed			
	Author	Notes, frequency	Purpose
<u>June (17/18/19/25 or 26/6/14) - ASOON AS POSSIBLE AFTER COMMITTEE IS KNOWN/APPOINTED</u> Theme: Setting the scene for the forthcoming year			
Training Session Prior to Main Meeting: Customer Data Interface System	Head of Enterprise Services		Training
Procurement Plan 2014-15 - including a guide to Corporate Procurement at LCC	Head of Corporate Procurement	Annual	Committee to note
A Guide to the Role of the External Auditor (Verbal)	External Auditor		Training
Annual Approval of the Policy covering non-audit Work undertaken by the External Auditors	Head of Internal Audit & Risk Mgt External Auditor	Annual	Approval
Training needs assessment for Members of the Committee	Head of Internal Audit & Risk Mgt	Annual	Training
Risk Management and Insurance Services - Update report	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Internal Audit Update - to include: Progress Report Full Year 2013-14 plus LONA report;	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note
<u>Late July (??/7/14)</u>			
Theme: The Council's draft accounts and reporting back on the last financial year			
Training Session Prior to Main Meeting - Accounts - 30 minutes	Director of Finance Principal Accountant (Fin Strategy)		Training
Draft Statutory Statement of Accounts for the financial year 2013-14	Director of Finance	Annual	Committee to note
Counter-Fraud/Housing and Council Tax Fraud Annual Report for the Financial Year 2013-14	Principal Investigations Officer Head of Revenues & Benefits	Annual	Committee to note
Risk Management and Insurance Services - update report inc April Risk Register update	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
The Summary of Internal Audit Conclusions for the financial year 2013-14 including Internal Audit annual report for 2013-14	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Committee to note
Internal Audit Update - to include: Report for Q4 2013-14 inc LONA audits; Plan Q1 and Q2	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note
Review of the Effectiveness of System of Internal Audit in 2013-14	Director of Finance	Annual	Approval

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As late in September as possible - cannot be before 22/9 (??/9/14)			
Theme: Statutory final accounts and governance reporting on the last financial year			
Training Session Prior to Main Meeting - RIPA	City Barrister and Head of Standards Information Governance Manager	Requested by Chair and offered by KA	Training
The Statement of Accounts, Annual Governance Report and Letter of Representation	Director of Finance Principal Accountant (Fin Strategy)	Annual	Approval
Annual Governance Report (External Auditor)	External Auditor	Annual	Approval
The Council's Draft Annual Governance Statement for the financial year 2013-14	Monitoring Officer Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
Draft of the Committee's Annual Report to Council for the financial year 2013-14	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
Update on RIPA Stats and Performance Report covering period 1 January 2014 to 30 June 2014	Information Governance Manager	Annual	Committee to note
Disclosures Policy/Whistleblowing Annual Summary for 2013-14 (re A&RC meeting request from 18/9/2012)	City Barrister (Monitoring Officer)	Annual	Committee to note
Early December (??/12/14)			
Theme: Fraud			
Training session 'How Fraud Looks Now' .	Head of Revenues and Benefits Fraud Manager(s)	One-off	Training
External Auditor's Annual Audit Letter 2013-14	External Auditor	Annual	Committee to note
Internal Audit Update - to include: Update Report Q1 and Q2 2014-15;	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note
Risk Management and Insurance Services - update report, including: - July Risk Register update - Draft Risk Management Strategy 2015 - for Committee input - Draft Business Continuity Management Strategy and Policy 2015 - Committee input - Risk Management benchmarking results	Head of Internal Audit & Risk Mgt	Annual	Consultation
Annual Report on the National Fraud Initiative	Head of Revenues & Benefits Fraud Manager	Annual	Committee to note

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Counter-Fraud including Revenues & Benefits and Housing - update report for the first half of 2014-15	Head of Revenues & Benefits	Half-yearly	Committee to note - B Agenda?
Risks Arising from Decision to Transfer R&B Fraud Investigation Team Staff to DWP	Head of Revenues & Benefits	One-off	Note
February (??/2/15)			
Theme: Fraud including Policy updates for next year and Internal Audit planning			
Training Session Prior to Main Meeting - Internal Audit role and planning	Audit Manager		Training
Anti-Fraud, Bribery & Corruption Strategy and Policy - annual review and update.	Head of Revenues & Benefits	Annual	Approval
Risk Management and Insurance Services - update report inc January Risk Register update; RM and BCM Strategy and Policy 2015;	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Internal Audit Update - to include: draft Annual plan for 2015-16 (including review of Audit Strategy and Charter); Plan-Q3 and Q4 2014-15;	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Consultation Committee to note

Early/Mid-April (??/4/15)			
Training Session Prior to Main Meeting - Feedback workshop to review past year and inform future training	Head of Internal Audit & Risk Mgt Audit Manager		Training
Annual Report - Certification of Claims and Returns (Grants)	External Auditor	Annual	Committee to note
External Audit plan for financial year 2014-15	External Auditor	Annual	Committee to note
The Assurance Framework on which we will base the Annual Governance Statement for the current financial year, including annual review of Local Code of Corporate Governance.	Head of Internal Audit & Risk Mgt Audit Manager City Barrister (Monitoring Officer)	Annual	Approval
Annual review of the Committee's Terms of Reference	Head of Internal Audit & Risk Mgt	Annual	Approval
Internal Audit Plan 2015-16 - final for approval	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
2015-16 A&RC Planned Agendas and Meeting Dates	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Committee to note and comment
Update on RIPA Stats and Performance Report covering period 1 July 2014 to 31 December 2014	Information Governance Manager	Annual	Committee to note