

APPENDIX 1 - AUDIT & RISK COMMITTEE 2015-16 - ANNUAL TIMETABLE (OUTLINE)

	Author	Notes, frequency	Purpose
1 July 2015 Theme: Setting the scene for the forthcoming year			
Training Session Prior to Main Meeting: What Makes an Effective Audit and Risk Committee	Head of Internal Audit and Risk Management		Training
Update on Actions Arising from the OFSTED Report Issued in March 2015 and discussion on the Children, Young People and Families Risk Register	Director, Children, Young People and Families	One - Off	Committee to Note
Anti-Fraud, Bribery & Corruption Strategy and Policy - annual review and update.	Head of Revenues & Benefits	Annual	Approve
Annual Audit Fees Letter setting out the proposed Audit Work and draft fee for the 2015/16 Financial Year	External Auditors	Annual	Committee to Note
Annual Approval of the Policy covering non-audit Work undertaken by the External Auditors	Head of Internal Audit & Risk Mgt	Annual	Approval
Confirmation of A&RC Planned Agendas for 2015/16	Head of Internal Audit & Risk Mgt	Annual	Committee to note
Risk Management and Insurance Services - Update report including April RRs	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Internal Audit Plan Q2 2015/16	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note
Verbal Update on the Review of Internal Audit	Head of Internal Audit & Risk Mgt	One - Off	Committee to Note
12 August 2015 Theme: The Council's draft accounts and reporting back on the last financial year			
Training Session Prior to Main Meeting: The Council's Statutory Statement of Accounts	Principal Accountant		Training
Update on RIPA Stats and Performance Report covering period 1 January 2015 to 30 June 2015	Information Governance Manager	Annual	Committee to note
Report on the banking Transition/Change	Principal Accountant	One - Off	Committee to Note
Counter-Fraud/Housing and Council Tax Fraud Annual Report for the Financial Year 2014-15	Principal Investigations Officer Head of Revenues & Benefits	Annual	Committee to note

APPENDIX 1 - AUDIT & RISK COMMITTEE 2015-16 - ANNUAL TIMETABLE (OUTLINE)

Draft Statutory Statement of Accounts for the financial year 2014-15	Director of Finance	Annual	Committee to note
Review of the Effectiveness of System of Internal Audit in 2014-15	Director of Finance	Annual	Approval
PSIAS Quality Assurance and Improvement Plan	Director of Finance	One - Off, but potentially tri-Annual	Committee to note
Annual Review of Internal Audit Charter	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
Internal Audit Update Report for Q4 2014/15	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note

29 September 2015

Theme: Statutory final accounts and governance reporting on the last financial year

Auditor's Report - including audit opinion on the Financial Statements and VFM conclusion	External Auditor	Annual	Note
Annual Governance Report - ' <i>Report to Those Charged with Governance</i> ' (External Auditor)	External Auditor	Annual	Approval
The Council's Draft Annual Governance Statement for the financial year 2014-15	Monitoring Officer Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
The Statement of Accounts, Annual Governance Report and Letter of Representation	Director of Finance Principal Accountant (Fin Strategy)	Annual	Approval
Draft of the Committee's Annual Report to Council for the financial year 2014-15	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
Internal Audit Annual Report and Opinion for the financial year 2014-15	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Committee to note
Annual Review of Internal Audit Strategy	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
Risk Management and Insurance Services - update report, including: - July Risk Register update - Draft Risk Management Strategy 2016 - for Committee comment - Draft Business Continuity Management Strategy and Policy 2016 - Committee comment	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note

APPENDIX 1 - AUDIT & RISK COMMITTEE 2015-16 - ANNUAL TIMETABLE (OUTLINE)

2 December 2015 Theme: Audit, Risk and Fraud			
Training session prior to main meeting: Update on DCLG Fraud Funding work .	Head of Revenues & Benefits		Training
Half Yearly Update Report on the Procurement Plan	Head of Corporate Procurement	Annual	Committee to note
Annual Review of Internal Audit Strategy	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
External Auditor's Annual Audit Letter 2014-15 summarising results of the audit for 2014/15	External Auditor	Annual	Committee to note
Counter-Fraud/Housing and Council Tax Fraud - half-yearly update report for the period 1 April 2015 to 30 September 2015	Head of Revenues & Benefits	Half-yearly	Committee to note - B Agenda?
Internal Audit Update Report Q1 and Q2 2015-16	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note
Internal Audit - Plan Q3 and Q4 2015-16	Head of Internal Audit & Risk Mgt Audit Manager	Quarterly	Committee to note
Risk Management and Insurance Services - update report, including: - October Risk Register update - Risk Management benchmarking results update report	Head of Internal Audit & Risk Mgt	Annual	Committee to note
10 February 2016 Theme: Fraud including Policy updates for next year and Internal Audit planning			
Training session prior to main meeting: Public Health Update .	Director of Public Health		Training
Update of the Council's Finance Procedure Rules	Principal Accountant	One-Off	Committee to Note
Procurement Plan 2016-17	Head of Corporate Procurement	Annual	Committee to note
Update on RIPA Stats and Performance Report covering period 1 July 2015 to 31 December 2015	Information Governance Manager	Annual	Committee to note
Annual Report on the National Fraud Initiative	Head of Revenues & Benefits Fraud Manager	Annual	Committee to note

APPENDIX 1 - AUDIT & RISK COMMITTEE 2015-16 - ANNUAL TIMETABLE (OUTLINE)

DCLG Fraud Award - Update (requested at February 2015 meeting)	Fraud Manager	One-Off	Committee to Note
Risk Management and Insurance Services Update report including - RM and BCM Strategy and Policy 2016; January Risk Registers (subject to timing)	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Internal Audit Draft Annual Generic plan for 2016-17	Audit Manager	Annual	Consultation Committee to note

23 March 2016			
Theme: Wrap-up and next year's governance and assurance framework			
Annual Report - Certification of Claims and Returns (Grants)	External Auditor	Annual	Committee to note
External Audit plan for financial year 2015-16	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 and the annual review of the-Committee's Terms of Reference	Head of Internal Audit & Risk Mgt Audit Manager City Barrister (Monitoring Officer)	Annual	Approval
Internal Audit Generic Plan 2016-17 - final for approval - including Q1 2016-17 Specific Plan	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Approval
2016-17 A&RC Planned Agendas and Meeting Dates - draft	Head of Internal Audit & Risk Mgt Audit Manager	Annual	Committee to note and comment
Risk Management and Insurance Services - update report inc January Risk Registers (if timing allows this to go to February meeting, this will not go in March)	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note