

**AUDIT & RISK COMMITTEE 2016-17 - ANNUAL TIMETABLE (OUTLINE) This version 19/5/2016 - Provisional Meeting and Papers Dates**

Grey shaded = meeting passed			
	Author	Notes, frequency	Purpose
<b>15 June 2016</b>			
<b>Theme: Setting the scene for the forthcoming year</b>			
Training Session Prior to Main Meeting: What Makes an Effective Audit and Risk Committee, including Difference between an Audit and Risk and a Scrutiny Committee.	Head of Internal Audit and Risk Management		Training
Annual Audit Fees Letter setting out the proposed Audit Work and draft fee for the 2016/17 Financial Year	External Auditors	Annual	Committee to Note
Progress report/technical update	External Auditors	Periodic	Committee to Note
Invoice Payment Data - Half Yearly Update (requested at 2/12/2015 meeting )	Head of Business Service Centre	One-Off	Committee to note
Anti-Fraud, Bribery & Corruption Strategy and Policy - annual review and update.	Head of Revenues and Customer Support	Annual	Approve
Annual Report on the National Fraud Initiative	Head of Revenues and Customer Support Corporate Investigations Manager	Annual	Committee to note
Local Government Association's Chief Executive's letter re external auditors appointment	Director of Finance	One-Off	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 2016/17	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 2016/17	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note

Papers - 2/6. Agenda date - 26/5. Agenda papers by 23/5

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<b>3 August 2016</b> <b>Theme: The Council's draft accounts and reporting back on the last financial year</b>			
Training Session Prior to Main Meeting: The Council's Statutory Statement of Accounts	Principal Accountant		Training
Progress report/technical update	External Auditors	Periodic	Committee to Note
Update on RIPA Stats and Performance Report covering period 1 January 2016 to 30 June 2016	Information Governance Manager	Annual	Committee to note
Counter-Fraud/Housing and Council Tax Fraud Annual Report for the Financial Year 2015-16	Principal Investigations Officer Head of Revenues and Customer Support	Annual	Committee to note
Benefits Quality Assurance Team (requested at meeting 10/2/2016)	Head of Revenues and Customer Support	One-Off	Committee to note
Draft Statutory Statement of Accounts for the financial year 2015-16	Director of Finance	Annual	Committee to note
Review of the Effectiveness of System of Internal Audit in 2015-16	Director of Finance	Annual	Approval
Risk Management and Insurance Services - update report	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Internal Audit Update Report for Q4 2015-16 (Outcomes only. Plan delivery etc will be in IA annual report.)	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note

Papers - 21/7. Agenda date - 18/7. Agenda papers by 14/7

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<b>27 September 2016</b> <b>Theme: Statutory final accounts and governance reporting on the last financial year</b>			
Training Session Prior to Main Meeting: Counter Fraud Team's Role	Corporate Investigations Manager		Training
Complaints Process - Annual Update (requested at 2/12/2015 meeting )	Head of Business Service Centre	Annual	Committee to note
Progress report/technical update	External Auditors	Periodic	Committee to Note
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 2015-16	Monitoring Officer Head of Internal Audit & Risk Mgt	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 2015-16	Head of Internal Audit & Risk Mgt	Annual	Approval
Internal Audit Annual Report and Opinion for the financial year 2015-16	Head of Internal Audit & Risk Mgt	Annual	Committee to note
Risk Management and Insurance Services - update report, including: - July Risk Register update 2017 RMS&P and BCMS&P for comment	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note

Papers - 14/9. Agenda date - 6/9. Agenda papers by 1/9

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<b>16 November 2016</b> <b>Theme: Audit, Risk and Fraud</b>			
Training session prior to main meeting: Update on DCLG Fraud Funding work .	Head of Revenues and Customer Support		Training
Invoice Payment Data - Half Yearly Update	Head of Business Service Centre	One-Off	Committee to note
Half Yearly Update Report on the Procurement Plan 2016-17	Head of Corporate Procurement	Annual	Committee to note
Progress report/Local Government technical update	External Auditors	Periodic	Committee to Note
External Auditor's Annual Audit Letter 2015-16 summarising results of the audit for 2015/16	External Auditor	Annual	Committee to note
Appointing Your External Auditor - Progress Update (requested at February 2016 meeting)	Director of Finance	One-Off	Committee to note
Counter-Fraud/Housing and Council Tax Fraud - half-yearly update report for the period 1 April 2016 to 30 September 2016	Head of Revenues and Customer Support	Half-yearly	Committee to note - B Agenda?
Internal Audit Update Report Q1 and Q2 2016-17	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Public Sector Internal Audit Standards - assessment of conformance and Quality Assurance and Improvement Plan	Head of Internal Audit & Risk Mgt	Annual	Committee to note
Internal Audit - Plan Q3 and Q4 2016-17	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Risk Management and Insurance Services - update report, including: - Risk Management benchmarking results -2017 RMIS Training Plan	Head of Internal Audit & Risk Mgt	Annual	Committee to note

Papers - 3/11. Agenda date - 25/10. Agenda papers by 20/10.

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<b>8 February 2017</b>			
<b>Theme: Fraud including Policy updates for next year and Internal Audit planning</b>			
Training session prior to main meeting: Public Health Update .	Director of Public Health		Training
Annual Report - Certification of Claims and Returns (Grants)	External Auditor	Annual	Committee to note
Local Government Technical Update/Progress Report	External Auditor	Periodic	Committee to note
Update of the Council's Finance Procedure Rules	Principal Accountant	One-Off	Committee to Note
Update on RIPA Stats and Performance Report covering period 1 July 2016 to 31 December 2017	Information Governance Manager	Annual	Committee to note
Review of Whistleblowing Policy (as requested at A&RC in February 2015)	City Barrister and Head of Standards	Bi - Annual	Committee to note
Annual Report on the National Fraud Initiative	Head of Revenues and Customer Support Corporate Investigations Manager	Annual	Committee to note
Annual Review of Internal Audit Charter	Head of Internal Audit & Risk Mgt	Annual	Approval
Risk Management and Insurance Services Update report including: - RM and BCM Strategy and Policy 2017; - October Risk Registers	Head of Internal Audit & Risk Mgt	Quarterly	Committee to note
Internal Audit Draft Annual Generic plan for 2017-18	Head of Internal Audit & Risk Mgt	Annual	Consultation Committee to note

Papers - 26/1. Agenda date - 17/1. Agenda papers by 12/1.

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<b>22 March 2017</b> <b>Theme: Wrap-up and next year's governance and assurance framework</b>			
Training Session Prior to Main Meeting: Corporate Governance Structure at the Council	Head of Internal Audit and Risk Management		Training
Progress report/technical update	External Auditors	Periodic	Committee to Note
External Audit plan for financial year 2016-17	External Auditor	Annual	Committee to note
KPMG Budget Survey Report	External Auditor	Annual	Committee to note
Report on the Procurement Plan 2017-18	Head of Corporate Procurement	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 City Barrister (Monitoring Officer)	Annual	Approval
Internal Audit Generic Plan 2017-18 - final for approval - including Q1 2017-18 Specific Plan	Head of Internal Audit & Risk Mgt	Annual	Approval
2017-18 A&RC Planned Agendas and Meeting Dates - draft	Head of Internal Audit & Risk Mgt	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
<b>Future Meetings</b>			
Whistleblowing Policy Review _ Feb 2019 (if agreed in Feb 2017)	City Barrister and Head of Standards	Bi - Annual	Committee to note

Papers - 9/3. Agenda date - 28/2. Agenda papers by 23/2.