

Appendix 1 - AUDIT & RISK COMMITTEE 2017-18 - PROPOSED ANNUAL TIMETABLE

	Author	Notes, frequency	Purpose
14 June 2017 TBC			
Training Session Prior to Main Meeting: The Counter Fraud Annual Report and Anti-Fraud, Bribery & Corruption Strategy and Policy	Corporate Fraud Manager		Training
Annual Audit Fees Letter setting out the proposed Audit Work and draft fee for the 2017/18 Financial Year	External Auditors	Annual	Committee to Note
Risk Management and Insurance Services - Update report including April Risk Registers	Manager, Risk Management	Quarterly	Committee to note
Counter-Fraud/Housing and Council Tax Fraud Annual Report for the Financial Year 2016-17. To include: - Anti-Fraud, Bribery & Corruption Strategy and Policy - annual review and update. - Annual Report on the National Fraud Initiative - RIPA Stats update	Corporate Fraud Manager	Annual	Committee to note
Invoice Payment Data	Head of Business Service Centre	Final Report	Committee to note
Annual Approval of the Policy covering non-audit Work undertaken by the External Auditors	Head of Internal Audit	Annual	Approval
Confirmation of A&RC Planned Agendas for 2017/18	Head of Finance	Annual	Committee to note

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26 September 2017 TBC			
Training Session Prior to Main Meeting: The Council's Statutory Statement of Accounts Process	Chief Accountant		Training
Annual Governance Report - ' <i>Report to Those Charged with Governance</i> ', including audit opinion on the Financial Statements and VFM conclusion	External Auditor	Annual	Approval
The Council's Draft Annual Governance Statement for the financial year 2016-17	Director of Finance/Monitoring Officer	Annual	Approval
The Statement of Accounts, Annual Governance Report and Letter of Representation	Director of Finance Chief Accountant	Annual	Approval
Draft of the Committee's Annual Report to Council for the financial year 2016-17	Head of Finance	Annual	Approval
Review of the Effectiveness of System of Internal Audit in 2016-17	Director of Finance	Annual	Approval
Head of Internal Audit Annual Report and Opinion for the financial year 2016-17	Head of Internal Audit	Annual	Committee to note

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6 December 2017 TBC			
Training session prior to main meeting: Update on DCLG Fraud Funding work .	Corporate Fraud Manager		Training
Risk Management and Insurance Services Update report including: - RM and BCM Strategy and Policy 2018; - October Risk Registers -RMS 2018 Training Plan	Manager, Risk Management	Quarterly	Committee to note
Complaints Process - Annual Update	Head of Business Service Centre	Annual	Committee to note
Half Yearly Update Report on the Procurement Plan	Head of Corporate Procurement	Half Yearly Update	Committee to note
External Auditor's Annual Audit Letter 2016-17 summarising results of the audit for 2016/17	External Auditor	Annual	Committee to note
Public Sector Internal Audit Standards - assessment of conformance and Quality Assurance and Improvement Plan (this year replaces the 'Review of Effectiveness of IA' due in August)	Head of Internal Audit	Annual	Committee to note
Half Yearly Update on the Internal Audit Plan	Head of Internal Audit	Half Yearly Update	Committee to note

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<u>21 March 2018 TBC</u>			
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
External Audit plan for financial year 2017-18	External Auditor	Annual	Committee to note
Report on the Procurement Plan 2018-19	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 City Barrister (Monitoring Officer)	Annual	Approval
Internal Audit 2017-18 Progress Update including: - Internal Audit 2017-18 Plan update and year end projections - Internal Audit Plan 2018-19 - for approval - Annual Review of Internal Audit Charter	Head of Internal Audit	Annual	Approval
2018-19 A&RC Planned Agendas and Meeting Dates - draft	Head of Finance	Annual	Committee to note and comment