

**AUDIT & RISK COMMITTEE 2017-18 - ANNUAL TIMETABLE (OUTLINE) This version 16/06/2017**

Grey shaded = meeting passed			
	Author	Notes, frequency	Purpose
<b>28 June 2017</b>			
<i>Training Session Prior to Main Meeting: ICT re updates of equipment and how staff are made aware of Policy (as requested at March meeting)</i>	<i>City Information Officer</i>		<i>Training</i>
Verbal Update - Impact on ASC of the changes to funding imposed by the Government (as requested at the March meeting)	Strategic Director of ASC and Health	One Off	Committee to Note
External Auditor's Annual Audit Fees Letter 2017/18	KPMG, External Auditor	Annual	Committee to Note
Invoice Payment Performance	Head of Business Service Centre	Update	Committee to note
Agency Staff (as requested at the March meeting)	BSC Service Manager	One Off	Committee to Note
Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance Report January 2017 – June 2017	Head of Information Governance and Risk	Bi-Annual	Committee to Note
Annual Report on the National Fraud Initiative	Corporate Investigations Manager	Annual	Committee to note
Counter Fraud Annual Report 2016/17	Corporate Investigations Manager	Bi-Annual	Committee to Note
Review of the Anti-Fraud, Bribery and Corruption Policy and Strategy	Corporate Investigations Manager	Annual	Committee to Note
Risk Management Update report	Manager, Risk Management	Bi-Annual	Committee to note
Annual Approval of the Policy for Engagement of External Auditors for Non-Audit Work	Head of Finance	Annual	Approval
Schedule of meetings for 2017/18	Head of Finance	Annual	Committee to note

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<b>26 September 2017</b>			
<i>Training Session Prior to Main Meeting: The Council's Statutory Statement of Accounts Process</i>	Chief Accountant		Training
Annual Governance Report - ' <i>Report to Those Charged with Governance</i> ', including audit opinion on the Financial Statements and VFM conclusion	KPMG, External Auditor	Annual	Approval
The Council's Annual Governance Statement 2016-17	Director of Finance/Monitoring Officer	Annual	Approval
The Statement of Accounts and Letter of Representation	Director of Finance Chief Accountant	Annual	Approval
Audit & Risk Committee Terms of Reference	Head of Internal Audit City Barrister (Monitoring Officer)	Annual	Approval
Head of Internal Audit Annual Report and Opinion 2016-17	Head of Internal Audit	Annual	Committee to note
Draft of the Committee's Annual Report to Council 2016-17	Head of Finance	Annual	Approval
Procurement of External Audit of Grant Claims 2018/19	Chief Accountant	One-off	Approval

Papers - 7/9. Agenda date - 12/9. Agenda papers by 14/9

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6 December 2017			
<i>Training session prior to main meeting: Update on DCLG Fraud Funding work .</i>	<i>Head of Revenues and Customer Support</i>		<i>Training</i>
External Auditor's Annual Audit Letter 2016/17	KPMG, External Auditor	Annual	Committee to note
Counter Fraud mid-year Update Report	Corporate Investigations Manager	Bi-Annual	Committee to note
Complaints Process Annual Update	Head of Business Service Centre	Annual	Committee to note
Procurement Plan Half Yearly Update Report	Head of Procurement	Bi-Annual	Committee to note
Appointment of External Auditors for 2018/19	Director of Finance	One-off	Approval
Risk Management Update report	Manager, Risk Management	Bi-Annual	Committee to note

Papers - 16/11. Agenda date - 21/11. Agenda papers by 24/11

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21 March 2018			
<i>Training session prior to main meeting: Public Health Update .</i>	<i>Director of Public Health</i>		<i>Training</i>
External Audit Plan 2017-18	KPMG, External Auditor	Annual	Committee to note
Annual Report - Certification of Claims and Returns (Grants)	KPMG, External Auditor	Annual	Committee to note
Report on the Procurement Plan 2018/19	Head of Procurement	Annual	Committee to note
The Assurance Framework on which we will base the Annual Governance Statement, 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 Update, including: - 2017-18 progress update - Internal Audit Plan 2018-19 - for approval - Annual Review of Internal Audit Charter	Head of Internal Audit	Annual	Approval
Head of Internal Audit Annual Report and Opinion 2017-18 ( <i>to be confirmed</i> )	Head of Internal Audit	Annual	Committee to note
2018/19 A&RC Planned Agendas and Meeting Dates - draft	Head of Finance	Annual	Committee to note and comment

Papers - 1/1. Agenda date - 6/3. Agenda papers by 9/3