

AUDIT & RISK COMMITTEE 2018-19 - ANNUAL TIMETABLE This version 04/06/2018

	Author	Notes, frequency	Purpose
13 June 2018			

External Audit Plan 2017/18	KPMG, External Auditor	Annual	Committee to Note
External Auditor's Annual Audit Fees Letter 2018/19	Grant Thornton, incoming auditor	Annual	Committee to Note
The Council's Annual Governance Statement 2017-18 (draft)	Director of Finance/Monitoring Officer	Annual	Committee to note
The Statement of Accounts (draft)	Director of Finance Chief Accountant	Annual	Committee to note
Internal Audit Service – Peer Review Outcome	Head of Internal Audit	One-off	Committee to note
Internal Audit Plan 2018/19	Head of Internal Audit	One-off	Committee to note
Annual Timetable of Reports to the Committee	Head of Finance	Annual	Committee to note
Private Session:			
Internal Audit Service 2017/18 Q4 update	Head of Internal Audit	Periodic	Committee to note
Internal Audit Service – Annual Report 2017/18	Head of Internal Audit	Annual	Committee to note

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25 July 2018			
<i>Training Session Prior to Main Meeting: Topic TBA</i>			
Annual Governance Report - 'ISO 260 Report to Those Charged with Governance', including audit opinion on the Financial Statements and VFM conclusion	KPMG, External Auditor	Annual	Approval
The Council's Annual Governance Statement 2017/18	Director of Finance/Monitoring Officer	Annual	Approval
The Statement of Accounts and Letter of Representation 2017/18	Director of Finance Chief Accountant	Annual	Approval
Policy for Engagement of External Auditors for Non-Audit Work and External Audit of Grant Claims	Head of Finance	Annual	Approval
Housing Benefits Assessments action plan progress	Head of Revenues and Benefits	One-off	Committee to Note
Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance January 2018 – June 2018	Head of Information Governance and Risk	Bi-Annual	Committee to Note
Counter Fraud Annual Report 2017/18	Corporate Investigations Manager	Bi-Annual	Committee to Note
Risk Management Update	Manager, Risk Management	Periodic	Committee to note

12 September 2018			
<i>Training Session Prior to Main Meeting: Topic TBA</i>			
External Audit Annual Audit Letter	KPMG, External Auditor	Annual	Committee to Note
Audit & Risk Committee Terms of Reference	Head of Finance	Annual	Approval
Draft of the Committee's Annual Report to Council	Head of Finance	Annual	Approval
Internal Audit update	Head of Internal Audit	Periodic	Committee to note
Annual Report on the National Fraud Initiative	Corporate Investigations Manager	Annual	Committee to note
Review of the Anti-Fraud, Bribery and Corruption Policy and Strategy	Corporate Investigations Manager	Annual	Committee to Note
Complaints Process Annual Update	Head of Revenues and Benefits	Annual	Committee to note

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27 November 2018			
<i>Training Session Prior to Main Meeting: Topic TBA</i>			
Procurement Plan mid-year Update	Head of Procurement	Bi-Annual	Committee to note
Internal Audit up date	Head of Internal Audit	Periodic	Committee to note
Financial and Accounting Developments Update	Chief Accountant	Periodic	Committee to note
Counter Fraud mid-year Update	Corporate Investigations Manager	Bi-Annual	Committee to note
Risk Management Update	Manager, Risk Management	Periodic	Committee to note

6 March 2019			
<i>Training Session Prior to Main Meeting: Topic TBA</i>			
Annual Report - Certification of Claims and Returns (Grants)	KPMG, External Auditor	Annual	Committee to note
External Audit Plan 2018/19	Grant Thornton, External Auditor	Annual	Committee to note
Procurement Plan 2019/20	Head of Procurement	Annual	Committee to note
Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance July 2018 – December 2018	Head of Information Governance and Risk	Bi-Annual	Committee to Note
Financial and Accounting Developments Update	Chief Accountant	Periodic	Committee to note
Risk Management Update	Manager, Risk Management	Periodic	Committee to note
The Assurance Framework on which we will base the Annual Governance Statement, including the annual review of Local Code of Corporate Governance	Chief Accountant	Annual	Approval
Internal Audit Update, including: - 2018/19 progress update - Internal Audit Plan 2019/20 - Annual Review of Internal Audit Charter	Head of Internal Audit	Annual	Approval