

AUDIT & RISK COMMITTEE 2018-19 - ANNUAL TIMETABLE This version 13/07/2018

		Author	Notes, frequency	Purpose
<u>13 June 2018</u>				
1	External Audit Plan 2017/18	KPMG, External Auditor	Annual	Committee to Note
2	External Auditor's Annual Audit Fees Letter 2018/19	Grant Thornton, incoming auditor	Annual	Committee to Note
3	The Council's Annual Governance Statement 2017-18 (draft)	Director of Finance/Monitoring Officer	Annual	Committee to note
4	The Statement of Accounts (draft)	Director of Finance Chief Accountant	Annual	Committee to note
5	Internal Audit Service – Peer Review Outcome	Head of Internal Audit	One-off	Committee to note
6	Internal Audit Plan 2018/19	Head of Internal Audit	One-off	Committee to note
7	Annual Timetable of Reports to the Committee	Head of Finance	Annual	Committee to note
	Private Session:			
8	Internal Audit Service 2017/18 Q4 update	Head of Internal Audit	Periodic	Committee to note
9	Internal Audit Service – Annual Report 2017/18	Head of Internal Audit	Annual	Committee to note

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<u>25 July 2018</u>			
	<i>Training Session Prior to Main Meeting: Risk Management</i>	<i>Sonal Devani</i>	
1	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
2	The Council's Annual Governance Statement 2017/18	Director of Finance/Monitoring Officer	Annual Approval
3	The Statement of Accounts and Letter of Representation 2017/18	Director of Finance Chief Accountant	Annual Approval
4	Policy for Engagement of External Auditors for Non-Audit Work and External Audit of Grant Claims	Head of Finance	Annual Approval
5	Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance January 2018 – June 2018	Head of Information Governance and Risk	Bi-Annual Committee to Note
6	Counter Fraud Annual Report 2017/18	Corporate Investigations Manager	Bi-Annual Committee to Note
7	Risk Management Update (April 2018 risk registers)	Manager, Risk Management	Periodic Committee to note

<u>12 September 2018</u>			
	<i>Training Session Prior to Main Meeting: Topic TBA</i>		
1	External Audit Annual Audit Letter	KPMG, External Auditor	Annual Committee to Note
2	Audit & Risk Committee Terms of Reference	Head of Finance	Annual Approval
3	Draft of the Committee's Annual Report to Council	Head of Finance	Annual Approval
4	Housing Benefits Assessments action plan progress	Head of Revenues and Benefits	One-off Committee to Note

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5	Internal Audit update	Head of Internal Audit	Periodic	Committee to note
6	Annual Report on the National Fraud Initiative	Corporate Investigations Manager	Annual	Committee to note
7	Review of the Anti-Fraud, Bribery and Corruption Policy and Strategy	Corporate Investigations Manager	Annual	Committee to Note
8	Complaints Process Annual Update	Head of Revenues and Benefits	Annual	Committee to note

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<u>27 November 2018</u>			
	<i>Training Session Prior to Main Meeting: Topic TBA</i>		
1	Procurement Plan mid-year Update, including social value, apprenticeships and real living wage)	Head of Procurement	Bi-Annual Committee to note
2	Internal Audit up date	Head of Internal Audit	Periodic Committee to note
3	Financial and Accounting Developments Update	Chief Accountant	Periodic Committee to note
4	Counter Fraud mid-year Update	Corporate Investigations Manager	Bi-Annual Committee to note
5	Risk Management Update (draft October 2018 risk registers)	Manager, Risk Management	Periodic Committee to note

<u>6 March 2019</u>			
	<i>Training Session Prior to Main Meeting: External Audit opinion (including value for money)</i>	<i>Grant Thornton, incoming External Auditor</i>	
1	Annual Report - Certification of Claims and Returns (Grants)	KPMG, outgoing External Auditor	Annual Committee to note
2	External Audit Plan 2018/19	Grant Thornton, incoming External Auditor	Annual Committee to note
3	Procurement Plan 2019/20	Head of Procurement	Annual Committee to note
4	Outcome of the joint DfE and LGA 'Test of Assurance' of the combined Adults and Children's departmental function	Strategic Director, Social Care and Education	Requested Committee to note
5	Regulation of Investigatory Powers Act 2000 - Bi-Annual Performance July 2018 – December 2018	Head of Information Governance and Risk	Bi-Annual Committee to Note
6	Financial and Accounting Developments Update	Chief Accountant	Periodic Committee to note
7	Risk Management Update (risk management and business continuity strategy and policy)	Manager, Risk Management	Periodic Committee to note

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8	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
9	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