

AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME

Meeting	Item	Action	Responsibility
March	External Audit Annual Audit Letter	Endorse	External Audit
	External Audit Plan	Note	External Audit
	Internal Audit Plan	Approve	Internal Audit Client Manager, Gail Beaton
June	Review Audit Committee's Terms of Reference	Rec to Council, if necessary	Committee Services
	Internal Audit Charter	Endorse	Internal Audit Client Manager, Gail Beaton
	Annual Internal Audit Report (Activity of previous financial year)	Comment and Note	Internal Audit Client Manager, Gail Beaton
	Draft Annual Governance Statement	Comment and Note	Head of Finance, Peter Vickers and Monitoring Officer
September	Annual Governance Report	Endorse	External Audit
	Statement of Accounts	Approve	Head of Finance, Peter Vickers
	Annual Governance Statement	Approve	Head of Finance, Peter Vickers and Monitoring Officer
November	Risk Management Framework Anti-Money Laundering Policy	Approve	Head of Finance, Peter Vickers
	Fraud Policies & Strategies: <ul style="list-style-type: none"> • Corporate Fraud Risk Assessment • Counter Fraud Strategy • Housing Tenancy Fraud Policy 	Endorse	Internal Audit Client Manager, Gail Beaton
	Internal Policies <ul style="list-style-type: none"> • Anti-fraud Corruption and Bribery • Prosecution Policy • Whistleblowing Policy 	Endorse	Internal Audit Client Manager, Gail Beaton

Please Note:- At every meeting the Committee will receive the following reports:-

Review of progress in the implementation of Internal Audit Recommendations [to note and instruct];
and
Review of the progress in achieving the Audit Plan [To note and instruct]

The Work Programme details regular items, but other items can be submitted to each meeting on an ad hoc basis or at the request of the Committee.