

## AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME

| Meeting               | Item                                                               | Action                       | Responsibility                              |
|-----------------------|--------------------------------------------------------------------|------------------------------|---------------------------------------------|
| <b>November 2017</b>  | External Audit Annual Audit Letter                                 | Note                         | External Audit                              |
|                       | Risk Management                                                    | Approve                      | Head of Finance, Peter Vickers              |
|                       | Annual Governance Statement Review                                 | Comment and instruct         | Head of Finance, Peter Vickers              |
| <b>March 2018</b>     | External Audit Plan                                                | Note                         | External Audit                              |
|                       | Certification Report                                               | Note                         | External Audit                              |
|                       | Internal Audit Plan                                                | Approve                      | Internal Audit Client Manager, Gail Beaton  |
|                       | Risk Management                                                    | Approve                      | Head of Finance, Peter Vickers              |
| <b>July 2018</b>      | External Audit Findings Report                                     | Note                         | External audit                              |
|                       | Annual Governance Report                                           | Endorse                      | External Audit                              |
|                       | Statement of Accounts<br><b>(Deadline 31/07/2018)</b>              | Approve                      | Head of Finance, Peter Vickers              |
|                       | Annual Governance Statement<br><b>(Deadline 31/07/2018)</b>        | Approve                      | Head of Policy and Governance, Robin Taylor |
|                       | Annual Internal Audit Report (Activity of previous financial year) | Comment and Note             | Internal Audit Client Manager, Gail Beaton  |
| <b>September 2018</b> | Risk Management                                                    | Approve                      | Head of Finance, Peter Vickers              |
|                       | Review Audit Committee's Terms of Reference                        | Rec to Council, if necessary | Committee Services                          |
|                       | Audit Committee Annual Report                                      | Note                         | Committee Services                          |
|                       | Internal Audit Charter                                             | 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.