

AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME 2023-24

Meeting	Item	Action	Responsibility
September 2023	Risk Management	Approve	Executive Head of Organisational Development, Robin Taylor
	Review Audit Committee's Terms of Reference	Rec to Council, if necessary	Committee Services
	Audit Committee Annual Report	Note	Committee Services
	Annual Governance Statement	Approve	Executive Head of Finance and S151 Officer, Peter Vickers and Executive Head of Legal and Democratic Services, Susan Sale
November 2023	Risk Management	Approve	Executive Head of Organisational Development, Robin Taylor
	Annual Governance Statement – Interim Review	Comment and instruct	Head of Finance and S151 Officer, Peter Vickers
	Statement of Accounts	Approve	Head of Finance and S151 Officer, Peter Vickers
	Annual RIPA Report	Note	Head of Legal and Democratic Services, Susan Sale
March 2024	Internal Audit Plan	Approve	Internal Audit Manager, Gail Beaton
	Risk Management	Approve	Executive Head of Organisational Development, Robin Taylor
	Internal Audit Charter	Endorse	Internal Audit Manager, Gail Beaton
	External Audit Findings Report	Note	External audit
June/July 2024	Annual Governance Report	Endorse	External Audit
	External Audit Plan	Note	External Audit
	Certification Report	Note	External Audit
	Risk Management	Approve	Executive Head of Organisational Development, Robin Taylor
	Annual Internal Audit Report (Activity of previous financial year)	Comment and Note	Internal Audit 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];

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Review of the progress in achieving the Audit Plan [To note and instruct]; and

Fraud Investigation Summary [To note].

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.