

Audit & Risk Committee – Recurrent Annual Work Programme 2023-24

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Meeting	Item	Action	Responsibility
September 2023	Risk Management	Review of Risk Register	Executive Head of Organisational Development, Robin Taylor
	Annual Information and Data Management Report for 2022-23	Note	Nora Copping, Information Manager. Report to be Introduced by Ian Doyle, Strategic Director and SIRO
	Statement of Accounts	Approve	Executive Head of Finance, Richard Bates
	Covert Surveillance Reports	Note	Head of Legal and Democratic Services, Susan Sale
	Value for Money Report and External Audit Findings Report	Note	External Audit
	Annual Governance Statement	Approve	Executive Head of Finance, Richard Bates 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	Executive Head of Finance, Richard Bates
	Review Audit Committee's Terms of Reference	Rec to Council, if necessary	Committee Services
	Audit Committee Annual Report	Note	Committee Services
	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
	Annual Governance Statement	Approve	Executive Head of Finance, Richard Bates and Executive Head of Legal and Democratic Services, Susan Sale

	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
	Annual Governance Statement – Interim Review	Comment and instruct	Executive Head of Finance, Richard Bates
	Risk Management	Approve	Executive Head of Organisational Development, Robin Taylor
	Annual Information & Data Management Report for 2023-24	Note	Nora Copping, Information Manager
	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];
- 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.