

# Audit & Risk Committee – Recurrent Annual Work Programme 2024-25

**Last updated:**

<b>Meeting</b>	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
<b>June/July 2024</b>	Financial Statement Update	Note	Joint Strategic Director, Finance, Richard Bates
	Annual Governance Statement – Interim Review	Comment and instruct	Joint Strategic Director, Finance, Richard Bates
	Risk Management - Review of Risk Register	Note	Assistant Director Organisational Development, Robin Taylor
	Whistleblowing Policy	Approve	Joint Strategic Director, Legal and Democratic Services, Susan Sale
	Whistleblowing Annual Report	Approve	Joint Strategic Director, Legal and Democratic Services, Susan Sale
	Financial Procedure Rules	Note	Joint Strategic Director, Finance, Richard Bates
	Annual Information and Data Management Report for 2023-24	Note	Nora Copping, Information Manager.
<b>September 2024</b>	Annual Governance Report	Endorse	External Audit
	External Audit Plan	Note	External Audit
	Certification Report	Note	External Audit
	Statement of Accounts	Approve	Joint Strategic Director Finance, Richard Bates
	Covert Surveillance Reports	Note	Joint Strategic Director, Legal and Democratic Services, Susan Sale
	Value for Money Report and External Audit Findings Report	Note	External Audit
	Annual Governance Statement	Approve	Joint Strategic Director Finance, Richard Bates
<b>November 2024</b>	Annual Governance Statement – Interim Review	Comment and instruct	Joint Strategic Director Finance, Richard Bates
	Review Audit Committee's Terms of Reference	Rec to Council, if necessary	Committee Clerk, Democratic Services
	Audit Committee Annual Report	Note	Committee Clerk, Committee Services
	Annual RIPA Report	Note	Joint Strategic Director Legal and Democratic Services, Susan Sale
	Internal Audit Plan	Approve	Southern Internal Audit Partnership

<b>March 2025</b>	Annual Governance Statement	Approve	Joint Strategic Director Finance, Richard Bates and Joint Strategic Director Legal and Democratic Services, Susan Sale
	Internal Audit Charter	Endorse	Southern Internal Audit Partnership
	External Audit Findings Report	Note	External audit

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

- Quarterly Internal Audit Report [To note and instruct];
- Risk Management [To receive update]; and
- Fraud Investigation Summary [To note].
- Recurrent Annual Work Programme [To note and agree]

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.