

PART A

Report to: Audit Committee

Date of meeting: 16 March 2017

Report of: Head of Finance (shared services)

Title: Committee Work Programme

1.0 SUMMARY

1.1 To review and make necessary changes to the Audit Committee's Work Programme

2.0 RECOMMENDATIONS

2.1 That the Committee considers and makes necessary changes to its Work Programme.

Contact Officer:

For further information on this report please contact: -
Bob Watson, Head of Finance (Shared Services)
Telephone extension: 7188
email: bob.watson@threerivers.gov.uk

Report approved by: Joanne Wagstaffe, Director of Finance

3.0 DETAILS

- 3.1 The work programme is presented at each meeting of the Committee to enable any changes to be made and to provide Members with updated information on future meetings. The programme of reports scheduled to be presented to this Committee in financial year 2017/18 are shown below;

Date	Reports
29 June 2017	<ul style="list-style-type: none">▪ SIAS Internal Audit Annual Report 2016/17▪ Fraud Annual Report 2016/17▪ Annual Governance Statement 2016/17▪ Draft Statement of Accounts 2016/17▪ Treasury Management Annual Report 2016/17▪ Ombudsman's Annual Letter 2017▪ Standing items
27 September 2017	<ul style="list-style-type: none">▪ External Auditors Report and Approval of the 2016/17 Statement of Accounts▪ SIAS Board Annual Report 2016/17▪ Standing items
7 December 2017	<ul style="list-style-type: none">▪ External Auditors Annual Audit Letter 2016/17▪ Annual Governance Statement – Action Plan Update▪ Treasury Management Mid-Year Report 2017/18▪ Risk Management Strategy▪ Draft Treasury Management Strategy 2018/19▪ Standing items
15 March 2018	<ul style="list-style-type: none">▪ RIPA 2017▪ Corporate Risk Register▪ External Audit Certification Work Report 2016/17▪ Accounting Policies 2017/18▪ SIAS Internal Audit Plans 2018/19▪ Standing items

Standing items are: -

- SIAS Internal Audit Progress Report
- External Audit Progress Report – Recommendations
- Committee's Work Programme

- 3.2 Attached at Appendix 1 is a list of topics that can be scheduled for discussion as part of the Committee's Agenda business.

- 3.3 The annual statement accounts for the financial year 2017/18 are now subject to a revised timetable which means the draft accounts are to be produced and signed by the council's Chief Financial Officer by 31 May. The audited accounts need to be agreed and signed by Committee by 31 July each year

4.0 **IMPLICATIONS**

4.1 **Financial**

4.1.1 None Specific.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 None Specific.

4.3 **Equalities**

4.3.1 None Specific.

4.4 **Potential Risks**

4.4.1 There are no risks associated with the decisions members are being asked to make.

The table below contains a list of proposed discussion topics for the Audit Committee and offers the opportunity to express an interest in each topic.

Topic	Led by
Audit Committee effectiveness	SIAS
Navigating SIAS audit reports	SIAS
The role of the Audit Committee in corporate governance	Governance Officer / SIAS
The role of the Audit Committee in risk management	Risk Manager / SIAS
The role of the Audit Committee with the work of external audit	External Audit
Statement of Accounts for Audit Committees	Finance
Anti-Fraud and Corruption	Anti-Fraud Team
Emerging Risks	SIAS
Oversight of Freedom of Information (where relevant)	FOI Officer
About SIAS	SIAS

Each of the above topics could be covered as a high level ‘lite bite’ (15 to 30 minutes) or as an extended session (45minutes to 1 hour max) prior to the commencement of each Audit Committee. The latter may involve merging some of the proposed topics.

Shorter sessions are a popular choice for Members pressed for time and not wishing to be overwhelmed by detail.