

Audit Committee 2016-17 work plan

Item	Author	Decision / Discussion
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21 September 2016		
Briefing (to agree agenda): 8 August 2016	Officers and GT liaison: tbc	Reports to DSU by: Fri 9 Sept 2016
Audit highlights memorandum - ISA 260 (for the previous year) inc. Financial Resilience		Grant Thornton
Review of annual statement of accounts		Finance Team
Internal audit monitoring report		Internal Audit
Whistle Blowing Policy – review the revised policy		Emma Cathcart
Counter Fraud Unit Update and Counter Fraud Unit Business Case		Emma Cathcart
Future of Internal Audit provision		Paul Jones
11 January 2017		
Briefing (to agree agenda): 31 November 2016	Officers and GT liaison: tbc	Reports to DSU by: Wed 21 Dec 2016 (early / bank hols)
Audit committee update		Grant Thornton
Annual audit letter (for the previous year)		Grant Thornton
Certification of grants and returns (for the previous year)		Grant Thornton
Internal audit monitoring report MUST BE AT END OF AGENDA DUE TO CBH CLASH		Internal Audit
Counter Fraud update		Emma Cathcart
Annual governance statement – significant issues action plan		Bryan Parsons
Purchase Order monitoring (6 month follow-up)		Sarah Didcote
22 March 2017		
Briefing (to agree agenda): 7 February 2017	Officers and GT liaison: tbc	Reports to DSU by: Fri 10 March 2017
Audit committee update		Grant Thornton
Audit plan (for the current year)		Grant Thornton
Auditing Standards – communicating with the Audit Committee		Grant Thornton
Annual plan (for the upcoming year)		Internal Audit
Internal audit monitoring report		Internal Audit
Counter Fraud update		Emma Cathcart

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Annual review of risk management policy	Bryan Parsons	
Annual review and approval of RIPA guidance policies	Emma Cathcart	
Approval of the Code of Corporate Governance	Bryan Parsons	
14 June 2017		
Briefing (to agree agenda): 24 April 2017	Officers and GT liaison: tbc	Reports to DSU by: Fri 2 June 2017
Audit committee update	Grant Thornton	
Internal audit opinion (for the previous year)	Internal Audit	
Internal audit monitoring report	Internal Audit	
Counter Fraud update	Emma Cathcart	
Annual governance statement	Bryan Parsons	
Annual Audit Fee letter for the coming year	Grant Thornton	
Annual counter fraud report	Rob Milford	

Items to be added at a future date (future dates will not be agreed until March 2016)		
ANNUAL ITEMS (standing items to be added to the work plan each year)		
January	Audit committee update	Grant Thornton
	Annual audit letter (for the previous year)	Grant Thornton
	Certification of grants and returns (for the previous year)	Grant Thornton
	Internal audit monitoring report	Internal Audit
	Counter Fraud update	Emma Cathcart
	Annual governance statement – significant issues action plan	Bryan Parsons
March	Audit committee update	Grant Thornton
	Audit plan (for the current year)	Grant Thornton
	Auditing Standards – communicating with the Audit Committee	Grant Thornton

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	Item	Author	Decision / Discussion
	Annual plan (for the upcoming year)	Internal Audit	
	Internal audit monitoring report	Internal Audit	
	Counter Fraud update	Emma Cathcart	
	Annual review of risk management policy	Bryan Parsons	
	Annual review and approval of RIPA guidance policies	Emma Cathcart	
	Approval of the Code of Corporate Governance	Bryan Parsons	
June	Audit committee update	Grant Thornton	
	Internal audit opinion (for the previous year)	Internal Audit	
	Internal audit monitoring report	Internal Audit	
	Counter Fraud update	Emma Cathcart	
	Annual governance statement	Bryan Parsons	
	Annual Audit Fee letter for the coming year	Grant Thornton	
	Annual counter fraud report	Rob Milford	
September	Audit committee update	Grant Thornton	
	Audit highlights memorandum - ISA 260 (for the previous year) inc. Financial Resilience	Grant Thornton	
	Internal audit monitoring report	Internal Audit	
	Counter Fraud update	Counter Fraud	
	Review of annual statement of accounts	Finance Team	