

# Audit Committee 2017-18 work plan

Item	Author
<b>25<sup>th</sup> July 2018 (Report deadline: Mon 16<sup>th</sup> July)</b>	
Internal audit opinion (for the previous year)	Internal Audit
Annual Audit Fee letter for the coming year	Grant Thornton
Audit highlights memorandum - ISA 260 (for the previous year) inc. Financial Resilience	Grant Thornton
Statement of Accounts (previous year) (inc. letter of representation)	Finance Team
Auditing Standards – communicating with the Audit Committee (moved from April)	Grant Thornton
<b>19 September 2018 (Report deadline: Fri 7<sup>th</sup> September)</b>	
Audit Committee Update	Grant Thornton
Annual Audit Letter	Grant Thornton
Publication Letter	Grant Thornton
Internal audit monitoring report	Internal Audit
Counter Fraud update and future work provision	Counter Fraud Unit
<b>23<sup>rd</sup> January 2019 (Report deadline: Fri 11<sup>th</sup> Jan)</b>	
IT Security update	IT (Tony Oladejo?)
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
Annual governance statement – significant issues action plan	Internal Audit
Leisure@ refurbishment project review – how did the ‘new’ governance approach work	Mark Sheldon
Cyber Security Report	Tony Oladejo
<b>24<sup>th</sup> April 2019 (Report deadline: Wed 10<sup>th</sup> April)</b>	
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

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Internal audit monitoring report	Internal Audit
Counter Fraud update and future work provision	Counter Fraud Unit
Annual review of risk management policy	Bryan Parsons
Annual review and approval of RIPA guidance policies	Counter Fraud Unit
Approval of the Code of Corporate Governance	Bryan Parsons
Annual governance statement	Internal Audit
Crematorium Capital Scheme	
<b>24<sup>th</sup> July 2019 (Report deadline: 12<sup>th</sup> July)</b>	
Audit committee update	Grant Thornton
Internal audit opinion (for the previous year)	Internal Audit
Annual Audit Fee letter for the coming year	Grant Thornton
Audit highlights memorandum - ISA 260 (for the previous year) inc. Financial Resilience	Grant Thornton
Statement of Accounts (previous year) (inc. letter of representation)	Finance Team

<b>ANNUAL ITEMS (standing items to be added to the work plan each year)</b>		
January	IT Security update	IT
	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
	Annual governance statement – significant issues action plan	Internal Audit
April	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

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Item		Author
	Counter Fraud update and future work provision	Counter Fraud Unit
	Annual review of risk management policy	Bryan Parsons
	Annual review and approval of RIPA guidance policies	Counter Fraud Unit
	Approval of the Code of Corporate Governance	Bryan Parsons
	Annual governance statement	Internal Audit
July	Audit committee update	Grant Thornton
	Internal audit opinion (for the previous year)	Internal Audit
	Annual Audit Fee letter for the coming year	Grant Thornton
	Audit highlights memorandum - ISA 260 (for the previous year) inc. Financial Resilience	Grant Thornton
	Statement of Accounts (previous year) (inc. letter of representation)	Finance Team
September	Internal audit monitoring report	Internal Audit
	Counter Fraud update and future work provision	Counter Fraud Unit

Information Security annual report – awaiting confirmation from Tony O about when would be an appropriate time in the year to do this.