

ANNUAL ITEMS (standing items to be added to the work plan each year)	
July	
Internal audit opinion (for the previous year)	Internal Audit
Auditing Standards – communicating with the Audit Committee	Paul Jones/Chair
Statement of Accounts (previous year) (inc. letter of representation)	Finance Team
Annual update on FOI and EIR	Judy Hibbert/ Beth Cordingley
Risk Register	Ann Wolstencroft
Audit committee update (h/o from March)	Grant Thornton
Annual Auditors report (for previous year) (h/o from March)	Grant Thornton
Annual Governance Statement (h/o from April)	Ann Wolstencroft Gareth Edmundson
Annual review of Code of Corporate Governance (if CIPFA guidance has changed)	Claire Hughes
September	
Audit Findings Report - ISA260 (for the previous year)	Grant Thornton
Internal audit monitoring report	Internal Audit
Counter Fraud update and future work provision	Counter Fraud Unit
Risk Register	Ann Wolstencroft
January	
IT Security update (exempt)	John Chorlton/ Tony Oladejo
Cyber Security Business Continuity Arrangements (inc. review of databases and data sources) (exempt) ?	Mike Redman
Audit committee update	Grant Thornton
Annual Auditors report (for previous year)	Grant Thornton
Internal audit monitoring report	Internal Audit
Annual governance statement – significant issues action plan	Ann Wolstencroft
Risk Register	Ann Wolstencroft
April	
Audit progress report and sector updates	Grant Thornton
External audit plan (for the current year)	Grant Thornton
External Audit Fee Letter (for previous year)	Grant Thornton
Annual plan (for the upcoming year)	Internal Audit
Internal audit monitoring report	Internal Audit
Counter Fraud Unit report (inc. RIPA / IPA update)	Counter Fraud Unit
Annual review of Code of Corporate Governance (if CIPFA guidance has changed)	Monitoring Officer
Annual Governance Statement	Ann Wolstencroft Gareth Edmundson
Annual Review of Risk Management Policy	Ann Wolstencroft
Annual Review of Draft Accounting Policies	Gemma Bell