

ANNUAL ITEMS (standing items to be added to the work plan each year)	
September	
Audit committee update (h/o from March)	Grant Thornton
Annual Auditors report (for previous year) (h/o from March)	Grant Thornton
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
Review of Risk Register	Ann Wolstencroft
Statement of Accounts (previous year) (inc. letter of representation)	Finance Team
January	
IT Security update	John Chorlton/ Tony Oladejo
Cyber Security Business Continuity Arrangements (inc. review of databases and data sources)	Mike Redman
Audit committee update	External Auditors
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	External Auditors
External audit plan (for the current year)	External Auditors
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 and Local Code of Corporate Governance (if CIPFA guidance has changed)	Claire Hughes
Annual Review of Risk Management Policy	Ann Wolstencroft
Annual Review of Draft Accounting Policies	Gemma Bell
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
Review of Risk Register	Ann Wolstencroft