

ANNUAL ITEMS
(standing items to be added to the work plan each year)

January	
Audit committee update	External Auditors
Internal audit monitoring report	Internal Audit
Review of Risk Register	Ann Wolstencroft
April	
Annual Auditors report, 2021-22 (h/o from January)	Grant Thornton
Annual Auditors report (for previous year)	Grant Thornton
Audit committee update (h/o from January)	Grant Thornton
IT Security update (h/o from January)	John Chorlton/Tony Oladejo
Annual governance statement – significant issues action plan (h/o from January)	Claire Hughes
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 and Enforcement Unit
Annual review of Code of Corporate Governance and Local Code of Corporate Governance (if CIPFA guidance has changed)	Claire Hughes
Annual Governance Statement	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	Beth Cordingley
Review of Risk Register	Ann Wolstencroft
Annual Governance Statement and Local Code of Corporate Governance	Claire Hughes
September	
Audit Findings Report - ISA260 – for previous year	Grant Thornton
Internal audit monitoring report	Internal Audit
Counter Fraud and Enforcement Unit update	Counter Fraud and Enforcement Unit
Review of Risk Register	Ann Wolstencroft
Statement of Accounts (previous year, inc. letter of representation)	Finance Team