

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

September

Audit Findings Report - ISA260 – for previous year	External Auditor
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) (h/o from July)	Finance Team
Annual Review of Risk Management Policy (h/o from April)	Ann Wolstencroft
Auditing Standards – communicating with the Audit Committee (h/o from July)	Paul Jones/Chair

January

Audit committee update	External Auditors
Internal audit monitoring report	Internal Audit
Review of Risk Register	Ann Wolstencroft

April

Audit progress report and sector updates	External Auditors
External audit plan (for the current year)	External Auditors
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 Review of Draft Accounting Policies	Gemma Bell
IT Security update EXEMPT	John Chorlton/Tony Oladejo

July

Internal audit opinion (for the previous year)	Internal Audit
Annual update on FOI and EIR	Beth Cordingley
Quarterly Corporate Risk Report	Ann Wolstencroft
Annual Governance Statement and Local Code of Corporate Governance	Claire Hughes