



## Audit Committee Report

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**Report of:** Director of Legal and Governance

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**Date:** 14 July 2016

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**Subject:** Work Programme 2016/17

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**Author of Report:** Dave Ross, Democratic Services (0114 273 5033)

**Summary:**

The report provides details of an outline work programme for the Committee

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**Recommendations:**

That the Committee:-

(a) considers the Work Programme and identifies any further items for inclusion;  
and

(b) approves the work programme.

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**Background Papers:** None

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
NO Cleared by:
<b>Legal Implications</b>
NO Cleared by:
<b>Equality of Opportunity Implications</b>
NO Cleared by:
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO:
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
NONE
<b>Relevant Scrutiny Committee if decision called in</b>
Not applicable
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press release</b>
NO

## **WORK PROGRAMME**

### **1. Purpose of Report**

- 1.1 To consider an outline work programme for the Committee for 2016/17 and to identify any further items for inclusion.

### **2. Work Programme**

- 2.1 It is intended that there will be at least five meetings of the Committee during the year with three additional meetings arranged if required. The work programme is based around the Committee's terms of reference and includes some items which are dealt with at certain times of the year to meet statutory deadlines, such as the Annual Governance Report and Statement of Accounts, and other items requested by the Committee.
- 2.2 An outline programme for 2016/17 is attached and Members are asked to identify any further items for inclusion.

### **3. Recommendation**

- 3.1 That the Committee:-

- (a) considers the Work Programme and identifies any further items for inclusion;  
and
- (b) approves the work programme.

**Gillian Duckworth  
Director of Legal and Governance**

<b>Date</b>	<b>Item</b>	<b>Author</b>
15 September 2016	Report to Those Charged with Governance (ISA 260)	Tim Cutler/Alison Ormston (KPMG)
	Statement of Accounts	Dave Phillips (Interim Head of Finance)
	Internal Audit Annual Report	Kayleigh Inman (Senior Finance Manager)
	Arrangements for the Appointment of the External Auditor	Dave Phillips (Interim Head of Finance)
	Update on Strategic Outcome Planning	John Mothersole (Chief Executive)
	Audit Committee Annual Report	Dave Ross (Legal and Governance)
16 November 2016	Annual Audit Letter 2015/16	Tim Cutler/Alison Ormston (KPMG)
	Annual Ombudsman Report/General Complaints	Andrew Fellows (Customer Services Manager)
	Strategic Risk Management	Richard Garrad (Corporate Risk Manager)
8 December 2016	(Additional meeting if required)	
12 January 2017	Progress on High Opinion Audit Reports	Kayleigh Inman (Senior Finance Manager)
	Update on Arrangements for the Appointment of the External Auditor	Dave Phillips (Interim Head of Finance)
16 February 2017	(Additional meeting if required)	
9 March 2017	(Additional meeting if required)	
27 April 2017	Internal Audit Plan 2017/18	Kayleigh Inman (Senior Finance Manager)
	International Auditing Standards – Compliance with Internal Control/Counter Fraud	Dave Phillips (Interim Head of Finance)
	Certification of Claims and Returns Annual Report 2015/16	Tim Cutler/Alison Ormston (KPMG)
	External Audit Plan 2016/17	Tim Cutler/Alison Ormston (KPMG)
	Annual Audit Fee Letter 2017/18	Tim Cutler/Alison

		Ormston (KPMG)
13 July 2017	Summary of the Statement of Accounts	Dave Phillips (Interim Head of Finance)
	Annual Governance Statement	Gillian Duckworth (Director of Legal and Governance)
	Audit Committee Annual Report	Dave Ross (Legal and Governance)
	Progress on Reports with a High Opinion	Kayleigh Inman (Senior Finance Manager)

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