

Audit and Standards Work Programme 2021-22- Working Copy

Date	Item	Author
20 January 2022	Statement of Accounts 20/21	Dave Phillips (Head of Strategic Finance)
	Report of those Charged with Governance (ISA 260)	(External Auditor) Ernst & Young
	Annual Audit Letter 2020/21	Ernst and Young (External Auditor)
	Annual Housing Ombudsman	Jenny Callaghan (Customer Services Operational Manager)
	Review of Members' Code of Conduct	Gillian Duckworth (Director of Legal and Governance)
	Review of Standards Complaints Procedure	Gillian Duckworth (Director of Legal and Governance)
	Annual Standards Report	Gillian Duckworth (Director of Legal and Governance)
	Work Programme	Gillian Duckworth (Director of Legal and Governance)
24 February 2022	(Additional meeting if required)	
24 March 2022	Compliance with International Auditing Standards	Dave Phillips (Head of Strategic Finance)
	Formal Response to Audit (ISA 260) Recommendations	Dave Phillips (Head of Strategic Finance)
	Certification of Claims and Returns Annual Report 2020/21	External Auditor (EY)
	External Audit Plan 2021/22	External Auditor (EY)
	Annual Audit Fee Letter 2021/22	External Auditor (EY)

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	Work Programme	Gillian Duckworth (Director of Legal and Governance)
June 2022	Audit Training	External Facilitator (Gary Bandy)
16 June 2022	Internal Audit Annual Fraud Report	Linda Hunter (Senior Finance Manager)
	Internal Audit Plan 2022/23	Linda Hunter (Senior Finance Manager)
	Progress in High Opinion Reports	Linda Hunter (Senior Finance Manager)
	Strategic Risk Reporting	Helen Molteno (Corporate Risk Manager)
	Work Programme	Gillian Duckworth (Director of Legal and Governance)
	Summary of Statement of Accounts	Dave Phillips (Head of Strategic Finance)
	Work Programme	Gillian Duckworth (Director of Legal and Governance)

IMPORTANT INFORMATION FOR REPORT WRITERS

The Audit and Standards Committee provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Sheffield City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

The Committee also cover Standards and is primarily responsible for promoting and maintaining high standards of conduct by councillors, independent members,

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and co-opted members. It is responsible for advising and
arranging relevant training for members relating to the requirements of the code of

conduct for councillors. The Committee also monitor the Council's complaints
process and the Council's response to complaints to the Ombudsman.

The Committee is not an operational committee, so is not focussed on the day to
day running of your service. However, its focus is on risk management and
governance, so it will want to understand how you manage your key risks, and
how you are responding to new challenges and developments. In particular the
Committee will be interested in the progress on implementing agreed
recommendations from inspection and audit reports, and will want to review your
services' outputs and actions in response. You can expect some challenge if
deadlines for implementing agreed actions have been missed. Please ensure
breakdowns of information are included in your report, as the Committee is
interested in the key facts and figures behind areas.

Most Audit and Standards papers are public documents, so use everyday
language, and use plain English, don't use acronyms, or jargon and explain any
technical terms. Assume the reader knows little about your subject.

Think about how the paper will be interpreted by those who read it including the
media.

Use standard format - don't subvert it.

Ensure – You convey the key message in the first paragraph not the last.

The report should include –

- **Summary**
- **Recommendation (s)**
- **Introduction**
- **Background**
- **Main body of the report (in. legal, financial and all other relevant implications)**

(report templates are available from Democratic Services)

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