

## Audit and Accounts Committee - Work Programme 2022/23

### SCHEDULE OF COMMITTEE - KEY DATES & AGENDA ITEMS

JULY - Meeting Date and Agenda Items	Responsible officer (s)
<b>Member Training, n/a</b>	
<b>A&amp;AC Meeting, 27<sup>th</sup> July 2022, 2pm</b>	
<b>Part 1</b>	
1. Annual Report of the Chair	Clr Turner
2. Code of Corporate Governance	Iolanda Puzio / Simon Bleckly
3. Draft Annual Governance Statement	Iolanda Puzio / Simon Bleckly
4. 2021-22 Strategic Risk Register (following presentation of new Risk Register, a half-year and end of year progress update will be presented in October 2021 and July 2022. In between these reports ad hoc requests on risks can be presented to the Committee if required).	Jacque Russell / Emma Reid
5. Draft Statement of Accounts	Joanne Hardman
6. School Audit Annual Summary	David Smith / Laura Hindley
7. External Auditors Updates: Update and External Audit Fee Letter	Karen Murray - Mazars
8. AOB	
<b>Part 2</b>	
1. None	
SEPTEMBER (Subject to Change) - Meeting Date and Agenda Items	Responsible officer (s)
<b>Member Training, TBC date / time</b>	
<ul style="list-style-type: none"> <li>• Financial Statements &amp; Committee Members Role</li> </ul>	
<b>A&amp;AC Meeting, September, TBC date / time</b>	
<b>Part 1</b>	
1. Annual Governance Statement	Joanne Hardman
2. Audited Statement of Accounts	David Smith / Laura Hindley
3. External Auditors Updates:	Karen Murray - Mazars
4. AOB	
<b>Part 2</b>	
1. None	

OCTOBER - Meeting Date and Agenda Items	Responsible officer (s)
<b>Member Training, n/a</b>	
<b>A&amp;AC Meeting, TBC date / time</b>	
<b>Part 1</b>	
1. Private meeting for committee with External Auditors	Karen Murray - Mazars
2. Internal Audit Charter	Simon Bleckly / David Smith
3. Internal Audit Quality and Improvement Programme	Simon Bleckly / David Smith
4. Internal Audit Progress Report	David Smith
5. Counter Fraud Bribery and Corruption (Half year report)	Simon Bleckly / David Smith
6. External Auditors Updates:	Karen Murray - Mazars
7. RIPA Annual Report	Iolanda Puzio / Simon Bleckly
8. AOB	
<b>Part 2</b>	
1. Current investigations update	David Smith

JANUARY - Meeting Date and Agenda Items	Responsible officer (s)
<b>Member Training, TBC date / 2pm</b>	
<ul style="list-style-type: none"> <li>Annual Evaluation of the Effectiveness of the Audit Committee (How the Committee adds value to the Council) including briefing on the Self-Assessment Exercise</li> </ul>	David Smith / Simon Bleckly
<b>A&amp;AC Meeting, TBC date / 2.30pm</b>	
<b>Part 1</b>	
1. Private meeting for committee with Internal Auditors (Simon Bleckly)	Simon Bleckly / David Smith
2. Update on the provisional budget settlement	Joanne Hardman
3. 2021-22 Strategic Risk Register	Jacquie Russell / Emma Reid
4. Internal Audit Progress Report	David Smith
5. External Auditors Updates:	Karen Murray - Mazars
<b>Part 2</b>	
1. Current investigations update	David Smith

MARCH - Meeting Date and Agenda Items	Responsible officer (s)
<b>Member Training, TBC date / 2pm</b>	
<b>A&amp;AC Meeting, TBC date / 2.30pm</b>	
<b>Part 1</b>	
1. Annual Evaluation of the Effectiveness of the Audit Committee–Outcome	Simon Bleckly / David Smith
2. Audit and Accounts Committee Terms of Reference	Simon Bleckly / David Smith
3. Report on the Effectiveness of Internal Audit	Simon Bleckly / David Smith
4. Draft Internal Audit Strategy and Plan	Simon Bleckly / David Smith
5. Internal Audit Progress Report	David Smith
6. External Auditors Updates:	Karen Murray - Mazars
7. AOB	
<b>Part 2</b>	
1. Current investigations update	David Smith

JUNE - Meeting Date and Agenda Items	Responsible officer (s)
<b>Member Training, TBC date / 2pm</b>	
<b>A&amp;AC Meeting, TBC date / 2.30pm</b>	
<b>Part 1</b>	
1. Annual Report of the Chair	Cllr Turner
2. Draft Code of Corporate Governance	Simon Bleckly / David Smith
3. Annual Report of the Head of Internal Audit (to inc Counter Fraud Bribery and Corruption Update)	Simon Bleckly / David Smith
4. Final Internal Audit Strategy and Plan 2021/22	David Smith
5. External Auditors Updates: Audit Planning Update and Progress Report	Karen Murray - Mazars
6. AOB	
<b>Part 2</b>	
1. Current investigations update	David Smith

Occasional Agenda Items / Abeyance List	
Introduction to the use of RIPA – Training Session	
Role of the Audit Committee – Training Session	
Risk Management and the Assurance Framework – Training Session	
Apprenticeship Levy Update	
External Audit Contract Procurement / Opting-in to Public Sector Audit Appointments	
<b>Attendees</b>	

**Councillors (8)**

Les Turner (Chair)

Nathaniel Tetteh (Vice-Chair)

Damian Bailey

Roger Jones

Teresa Pepper

Mike Pevitt

Gina Reynolds

Alexis Shama

**Co-opted Members (2)**

Edoardo Bucci (21.10.20 – 20.10.23)

1 x vacancy

**Invitee**

Councillor Bill Hinds - Lead Member for Finance & Support Services

**Quorum** - 3 (Members)

**Regular Officers**

Joanne Hardman - Chief Finance Officer

Simon Bleckly – Head of Internal Audit (from April 2021)

David Smith - Internal Audit Manager

Tony Thompstone - Strategic Finance Manager

Iolanda Puzio - City Solicitor

Cath Andrews – Mazars

Karen Murray - Mazars