

Audit and Accounts Committee Forward Agenda Plan

Updated 23rd November 2023

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Financial Reporting and Related Matters Update – Monitoring at each meeting, covering Integrated Finance Monitoring Report. Lead officers: Tom Kelly/Stephen Howarth/Michelle Parker/Eleanor Tod.
- Internal Audit Progress Report including progress of Implementation of Management Actions, Internal Audit Plan Update, Update on the value of the National Fraud Initiative and Risk Register. Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date. Lead Officer: Mairead Claydon
- Agenda Plan/Training

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
01/12/23 (23/11/23)	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
	Debt Management Update	Six monthly	Head of Revenue & Benefits	Alison Balcombe
	Corporate Risk Register	-	Head of Internal Audit & Risk Management	Mairead Claydon
	Audit & Accounts Committee Review of effectiveness	-	Head of Internal Audit & Risk Management	Mairead Claydon
	Pension Fund Annual Report and Statement of Accounts 2022-23	Annual	Investments and Fund Accounting Manager – Pensions	Ben Barlow/ Fiona Coates

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
06/02/24 (29/01/24)	External Audit Annual Plan	Annual	KPMG	External Auditor
	Annual Whistleblowing Report 2022-23	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
28/03/24 (20/03/24)	Draft Internal Audit Plan 2024/25		Head of Internal Audit & Risk Management	Mairead Claydon
30/05/24 (21/05/24)	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
	Draft Annual Governance Statement 2022-23	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Annual Procurement Report	Annual	Head of Procurement and Commercial	Clare Ellis
	Annual Risk Management Report	Annual	Head of Internal Audit & Risk Management	Mairead Claydon

Future meetings: 30th July 2024, 31st October 2024, 30th January 2025, 27th March 2025

+ = indicates Exempt report