

Audit and Accounts Committee Forward Agenda Plan

Updated 12th November 2021

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/Justine Hartley/Michelle Parker
- Internal Audit Progress Report including progress of Implementation of Management Actions, Internal Audit Plan Update and Update on the value of the National Fraud Initiative. 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 Officers: Neil Hunter/Mairead Claydon
- Agenda Plan/Training

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
25/11/21 (12/11/21)	Arrangements for appointment of an external auditor from 2023		Director of Resources and Chief Financial Officer	Tom Kelly
	Annual Report to Full Council		Head of Internal Audit	Neil Hunter
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)		Data Protection Officer/Head of Information Governance	Ben Stevenson
	BDO External Audit Final report on investigations into Objections to the 2016/17 and 2017/18 Accounts	Out-standing report from Previous External Auditors	Lead partner - East Anglia/Head of Public Sector Assurance BDO	Lisa Clampin, BDO Barry Pryke, BDO
	Manor Farm Update		Monitoring Officer	Fiona McMillan
10/02/22 (01/02/22)	Update Report in respect of Consultancy expenditure and compliance with the Policy		HR/ Procurement	Janet Aitkin
	<i>MID Update (to be included in the Internal Audit Report)</i>		Head of Internal Audit	Neil Hunter
	Manor Farm Update		Monitoring Officer	Fiona McMillan

	Performance Report	Quarterly	Head of Business Intelligence	Tom Barden
	External Audit Annual Plan	Annual	Ernst Young	Mark Hodgson
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
31/05/22 (17/05/22)	Section 106 Update Report	Annual	Deputy Section 151 Officer	Tom Kelly
	Performance Report Quarter 3	Quarterly	Head of Business Intelligence	Tom Barden

Annual Whistle Blowing Report	Annual Report	Head of Internal Audit / Audit and Risk Manager	Neil Hunter
Annual Governance Statement	Annual Report	Head of Internal Audit / Audit and Risk Manager	Neil Hunter
Internal Audit Annual Report	Annual Report	Head of Internal Audit / Audit and Risk Manager	Neil Hunter

+ = indicates Exempt report

REPORTS TO BE PROGRAMMED AS SUBJECT TO ONGOING INVESTIGATIONS/ADDITIONAL WORK

FACT, HACT and ESACT Recovery of Monies This is currently the subject of a Police investigation	One-off Report When the report comes forward it may require a separate confidential appendix if it contains commercially sensitive information for the Council and other parties. This is being led by FACT and so until negotiations are concluded, any updates remain commercially sensitive.	Director of Resources and Chief Financial Officer / Service Director Highways and Finance	Tom Kelly
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