

Audit Committee Work Plan – 2015/16		
21 st March 2016	Assurances Required / Being Sought	Relevancy – Terms of Reference
Core Business		
Draft Internal Audit Plan 2016/17	<p>That the Internal Audit Plan focuses on the key risks facing the Council and is adequate to support the Head of Audit opinion.</p> <p>Confirm that the plan achieves a balance between setting out the planned work for the year and retaining flexibility to changing risks and priorities during the year.</p> <p>Ensure that the Internal Audit Resource has sufficiently capacity and capability to deliver the plan.</p> <p>Seek an understanding of what assurances Internal Audit will be providing the Committee to help it discharge its terms of reference.</p>	To consider reports dealing with the management and performance of internal audit
Internal Audit Progress Report	<p>Understand the level of assurances being given as a result of audit work and their impact on the Council's governance, risk and control environment.</p> <p>Ensure management action is taken to improve controls / manage risks identified</p> <p>encouraging ownership of the internal control framework by appropriate managers</p> <p>Encouraging ownership of the internal control framework by appropriate managers</p> <p>Confirm appropriate progress being made on the delivery of the audit plan and performance targets</p>	<p>To consider reports dealing with the management and performance of internal audit</p> <p>To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale</p>
Draft Counter Fraud Plan 2016/17	Gain assurance that the Council has effective arrangements in place to fight fraud locally.	To monitor Council policies on confidential reporting code, anti-fraud and anti-corruption policy

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	Ensure that counter fraud resources are targeted to the Council's key fraud risks.	and the Council's complaints process.
International Audit Standards on the risks associated with the impact of potential fraud and error on the Financial Statements	Seek assurance that the statements made against the standard accurately reflect the Council's counter fraud arrangements.	To monitor Council policies on confidential reporting code, anti-fraud and anti-corruption policy and the Council's complaints process.
External Audit Plan	<p>Seek assurance over progress and delivery of the external audit plan and that any risks to successful production of the financial statements and audit are being managed.</p> <p>Note: Further assurance needed around impact / risks associated with early close down.</p>	To comment on the scope and depth of external audit work and to ensure it gives value for money
Review of Accounting Policies – deferred from January 2016	Seek assurance that the Council has appropriate accounting policies in place to ensure that items are treated correctly in the accounts.	To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit hat need to be brought to the attention of the Council
External Audit Progress Report and Plan	<p>Seek assurance over progress and delivery of the external audit plan and that any risks to successful production of the financial statements and audit are being managed.</p> <p>Note: Further assurance needed around impact / risks associated with early close down.</p>	To comment on the scope and depth of external audit work and to ensure it gives value for money
Other Assurance		

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20 th June 2016	Assurances Required / Being Sought	Relevancy – Terms of Reference
Lincolnshire Counter Fraud Partnership – awareness session.	Propose session starts at 10 with meeting commencing at 10.30	
Core Business		
Risk Management Progress Report	<p>Gain assurance that the Council is effectively managing its key risks – has good risk management systems / processes in place that enable decision makers to understand the level of risk being taken and the Council is prepared to accept.</p> <p>That there has been on big surprises for the Council where it suffered significant financial loss or reputational damage.</p>	To monitor the effective development and operation of risk management and corporate governance in the Council
Draft Annual Governance Statement 2016	<p>Confirm that the Annual Governance Statement reflects the Committee's understanding of how the Council is run and that any significant governance issues / risks have been identified / published.</p> <p>Constructively challenge the information and evidence being presented.</p> <p>Ensuring value for money assurance arrangements are reported on and assessing how this features in the Annual Governance Statement.</p> <p>Improving how the Council discharges its responsibilities for public reporting e.g. better targeting at the audience and plain English</p>	<p>To oversee the production of the Council's Annual Governance Statement and to recommend its adoption</p> <p>To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice</p>
Review of draft Annual Report on the work of the Audit Committee	Provide assurance that the Committee has adequately discharged its terms of reference and has positively contributed to how well the Council is run.	

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Internal Audit Progress Report	<p>Understand the level of assurances being given as a result of audit work and their impact on the Council's governance, risk and control environment.</p> <p>Ensure management action is taken to improve controls / manage risks identified.</p> <p>Encouraging ownership of the internal control framework by appropriate managers</p> <p>Confirm appropriate progress being made on the delivery of the audit plan and performance targets</p>	<p>To consider reports dealing with the management and performance of internal audit</p> <p>To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale</p>
Review of compliance with Regulation of Investigatory Powers Act – deferred from January 2016		
Annual Report reviewing the effectiveness of the Council's complaints and compliments process, including how well the Council has dealt with complaints as demonstrated by the Local Government Ombudsman's Report. Deferred from January 2016	That the Council's process and procedures for dealing with complaints and compliments is effective.	
Other Assurance		

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18 th July 2016	Assurances Required/Being Sought	Relevancy – Terms of Reference
Core Business		
Annual review of the effectiveness of the Council's Internal Audit Function		
Review of Head of Internal Audit's Annual Report and Opinion 2016		
Scrutiny of the Council's Financial Statements 2015/16 (with specialist support/advisor)		
19 th September 2016	Assurances Required/Being Sought	Relevancy – Terms of Reference
Internal Audit Progress Report		
External Audit Governance Report on the Audit of the Council's Financial Statements and their assessment of the Council's arrangements to secure Value for Money in its use of resources		
Approval of the Council's Statement of Accounts for 2015/16		
Approval of the Council's Annual Governance Statement 2016		
21 st November 2016	Assurances Required/Being Sought	Relevancy – Terms of Reference

Core Business		
Outcome of the Internal Audit External Assessment		
Other Assurance		
January 2017	Assurances Required/Being Sought	Relevancy – Terms of Reference
Core Business		
Internal Audit Progress Report		
External Audit Progress Report and Plan		
Other Assurance		
Combined Assurance Status Reports		
March 2017	Assurances Required/Being Sought	Relevancy – Terms of Reference
Core Business		
Internal Audit Progress Report		
External Audit Progress Report and Plan		
Draft Internal Audit Plan 2017/18		
Draft Counter Fraud Plan 2017/18		
International Audit Standards on the risks associated with the impact of potential fraud and error on the Financial Statements		
External Audit Plan		

Audit Committee Action Plan – 2015/16			
Action	Terms of Reference Outcome	Key Delivery Activities	Who by and When
1. Clarify who should attend the Audit Committee and expectations on the information being presented.	<p>Ensure that relevant and focussed reports are presented. Provide more certainty that assurance is relevant and reliable</p> <p>Promote constructive challenge during meetings</p> <p>Strengthen accountability arrangements and the effectiveness of the Audit Committee</p>	Develop reporting protocol	<p>Audit and Risk Manager</p> <p>30th June 2016</p>
2. Undertake a skills and knowledge survey to review and establish any training and development needs as a whole Committee.	Enhance the effectiveness of the Audit Committee	In progress	No longer required
<p>3. A number of areas for consideration regarding the work plan were identified last year, namely:-</p> <ul style="list-style-type: none"> • Reviewing and encouraging transparency in partnership decision making. • Understand and seek assurance over the governance and risks associated with our key partners. • Facilitate risk management training and 			

<p>awareness for members and staff. To clarify the understanding of the level of risk the Council is prepared to accept across its key activities / business units.</p> <ul style="list-style-type: none">• Overview of the constitution• Compliance with the Transparency Code <p>Are these areas around which the Committee still wants to seek assurance?</p>			
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