

# Appendix A

Audit Committee Work Plan – 2016/17		
26 <sup>th</sup> September 2016	Assurances Required/Being Sought	Relevancy – Terms of Reference
<b>Core Business</b>		
Internal Audit Progress Report	Gain an understanding of the level of assurances being provided by the Head of Internal Audit over the Council's governance, risk and internal control arrangements and why.	<p>To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:</p> <ul style="list-style-type: none"> <li>a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.</li> <li>b) Regular reports on the results of the Quality Assurance and Improvement Programme.</li> <li>c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.</li> </ul> <p>To consider summaries of specific internal audit reports as requested.</p>
Update on Payroll and Pensions Systems	<p>Seek Assurance that the control environment of the Payroll and Pensions systems has improved with Internal Audit recommendations being implemented.</p> <p>Consider the level of confidence over the completeness and accuracy of the payroll and pension systems.</p>	To consider summaries of specific internal audit reports as requested.

### Audit Committee Work Plan – 2016/17

<p>Update of Financial Procedure 7 – Audit and Inspection and the Internal Audit Charter</p>	<p>Confirm that the Audit and Inspection Financial Procedure and Internal Audit Charter adequately promotes and support effective Internal and External Audit processes.</p>	<p>To approve the internal audit charter</p>
<p>Approval of the Annual Governance Statement 2016</p>	<p>Confirm that the final Annual Governance Statement accurately reflects the Committees understanding of how the Council is run and any comments made on the draft have been acted upon.</p>	<p>To monitor the effective development and operation of risk management and corporate governance in the Council.</p> <p>To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.</p>
<p>External Audit ISA 260 Governance Report on the Council's Financial Statements and the Value for Money conclusion.</p>	<p>Seek assurance over the adequacy of the External Audit opinion on the financial statements and the Council's value for money arrangements.</p> <p>Ensure any issues / risks identified are being effectively managed.</p>	<p>To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.</p> <p>To consider specific reports as agreed with the external auditor</p>
<p>Approve the Statement of Accounts 2016 – County Council and Pension financial statements.</p>	<p>Consider the outcome of the External Audit and the appropriateness of management responses.</p> <p>Ensure that the explanatory forewords to their accounts help the public understand the authority's financial management of public funds.</p>	<p>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 that need to be brought to the attention of the Council.</p> <p>To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p>Duty to approve the authority's statement of accounts, income and expenditure and balance sheet.</p>

### Audit Committee Work Plan – 2016/17

		To comment on the scope and depth of external audit work and to ensure it gives value for money
<b>21<sup>st</sup> November 2016</b>	<b>30 January 2017</b>	<b>27 March 2017</b>
<b>Core Business</b>	<b>Core Business</b>	<b>Risk Management Training – PM</b>
Outcome of the Internal Audit External Assessment	Internal Audit Progress Report	<b>Core Business</b>
Whistleblowing Annual Report	External Audit Progress Report and Plan	Internal Audit Progress Report
Risk Management Progress Report	Risk Management Progress Report – Strategic Risk Register  Updated Financial Procedure 7 – Risk Management  Updated Risk Management Strategy	External Audit Progress Report and Plan
Counter Fraud Progress Report	<b>Other Assurance</b>	Draft Internal Audit Plan 2017/18
<b>Other Assurance</b>	Invite to Corporate Management Team to provide briefing Combined Assurance Status Reports	Draft Counter Fraud Plan 2017/18  Updated Counter Fraud Strategy
<b>21<sup>st</sup> November 2016</b>	<b>30 January 2017</b>	<b>27 March 2017</b>
KPMG – Post Implementation Review of the	Information Management Team (SERCO) – linked to low assurance levels provided by Management and Annual Governance Statement. Include handover arrangements in light of restructure	International Audit Standards on the risks associated with the impact of potential fraud and error on the Financial Statements
		Update on Accounting policy changes

## Appendix B

Audit Committee Action Plan – 2016/17			
Action	Terms of Reference Outcome	Key Delivery Activities	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	30 <sup>th</sup> September 2016
2. Develop Action plan following self assessment workshop considering the following:	Improve effectiveness of the committee	Work with Councillor Development Group to develop a person spec with key attributes for people on an Audit Committee	31 <sup>st</sup> January 2017
		Recruit an additional 'independent' member	30 <sup>th</sup> June 2017
		Review the meeting cycle and agenda content with Democratic Services and the Chairman	1 <sup>st</sup> March 2017

		Deliver risk management training and awareness for members and staff	Arranged for March 2017
		Ensure that there is a private meeting with External Auditor at least once a year.	Agree with KPMG – November or January
		End of meeting debrief / lunch	Chairman to arrange as required
		Briefing / update on key risks between meetings	Noted
		Arrange informal meeting with CMB	Completed – formal meeting agreed Chairman – January 2017

### Potential Agenda Items

Governance and Control of Trading Companies
Records Management – social care case files
County Farms
Joint Commissioning Board - Partnerships
Reviewing and encouraging transparency in partnership decision making
Understand and seek assurance over the governance and risks associated with our key partners -via Combined Assurance Status Reports
Compliance with the Transparency Code

This page is intentionally left blank