

Appendix A

Governance & Audit Committee 2015-16 Indicative Annual Work Plan & Timetable

	Jun	Jul	Sep	Dec	Mar	Comments/ Frequency
Internal Audit (Baker Tilly)						
Appointment of internal auditors	♦	♦	♦	♦	♦	As required
Indicative Internal Audit Strategy & Plan				✓		
Internal Audit Strategy & Plan					✓	
Progress Report	✓		✓	✓	✓	
Tracking Report	✓			✓	✓	
Annual Report & Opinion	✓					
Private meeting with internal audit				✓		
External Audit (KPMG)						
External Audit Plan					✓	
Progress Report	♦	♦	♦	♦	♦	As required
Annual Governance Report			✓			
Annual Audit Letter				✓		
Certification of Grants & Returns Annual Report					✓	
Private meeting with external audit				✓		
Risk Management						
Risk Management Strategy	✓					
Corporate Risk Register	✓			✓		
Risk Management & Business Continuity Annual Report	✓					
Governance						
Annual Governance Statement		✓				
Code of Corporate Governance				✓		
Review of Effectiveness & Terms of Reference				✓		
Regulatory Framework						
Counter Fraud & Corruption Framework			✓			
Counter Fraud Annual Report			✓			
Other policies eg Contract Procedure Rules, Codes of Conduct	♦	♦	♦	♦	♦	As required
Finance						
Draft/Final Financial Outturn	✓					
Statement of Accounts – Draft		✓				
Statement of Accounts – Final			✓			
Treasury Management Strategy	♦	♦	♦	♦	♦	As required
Treasury Management Annual Report	✓					
Treasury Management mid-year review				✓		
Review of Financial Regulations	♦	♦	♦	♦	♦	As required
Statement of Accounting Policies					✓	
Pension Assumptions					✓	
Other Reports						
Health & Safety Annual Report	✓					
Ombudsman Annual Review Letter			✓			
Review of various protocols – partnerships, sponsorship	♦	♦	♦	♦	♦	As required

♦ These items may occur at any time during the course of the municipal year