

AUDIT COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO. 10

LEAD OFFICER(S): Ian Smith, Finance Manager & S151 Officer

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Monday 26 July 2021 4.30pm		Meeting: Monday 22 November 2021 4.30pm		Meeting: Monday 10 January 2022 4.30pm	
Agenda Planning meeting:		Agenda Planning meeting:		Agenda Planning meeting:	
Pre-meeting briefing:		Pre-meeting briefing:		Pre-meeting briefing:	
Report deadline: 4pm Wed 14 July 2021		Report deadline: 4pm Wed 10 November 2021		Report deadline: 4pm Tues 21 December 2021	
Agenda despatch: Fri 16 July 2021		Agenda despatch: Friday 12 November 2021		Agenda despatch: Thurs 23 Dec 2021	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
External Audit Progress Report	External Audit	External Audit – Audit Results Report	External Audit	External Audit – Auditor's Annual Report	External Audit
Internal Audit Annual Report & Opinion	Internal Audit	Statement of Accounts	Finance Manager & S151 Officer	Provision of Internal Audit Services	Finance Manager
Draft Annual Governance Statement	Internal Audit	Internal Audit Progress Report	Internal Audit	Internal Audit Progress Report	Internal Audit
Internal Audit Charter and Work Plan 2021/22	Internal Audit	Annual Governance Statement	Chief Executive	Risk Managementt	Finance Manager & S151 Officer
Risk Management Policy and Framework	Internal Audit	Public Sector Audit Appointments Limited (PSAA) – Appointment of External Audit	Finance Manager & S151 Officer	<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO
Corporate Risk Management Monitoring Report	Internal Audit	External Audit – VFM Risk Assessment	External Audit	Forward Agenda Plan	DSO
<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO		
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO		

Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.

