

## Audit Committee Annual Agenda Plan

### Monday 17 July 2023 4:30pm

Report deadline: 4pm Monday 3 July 2023

Agenda despatch: Wednesday 5 July 2023

Agenda Item	Report Author
Chairman's Announcements	Chairman
External Audit –Audit Results Report Final Update	External Audit
Statement of Accounts 2021/22	Director Finance and S151 Officer
Internal Audit Annual Report & Opinion 2022/23	Internal Audit
Corporate Risk Management Monitoring Report	Director Finance and S151 Officer
Internal Audit Progress Report	Internal Audit
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer

## Agenda Item 10

Lead officer: Ian Smith, Director Finance and S151 Officer

Democratic Services Officer: Tracy Couper

### Monday 16 October 2023 4:30pm

Report deadline: 4pm Monday 2 October 2023

Agenda despatch: Wednesday 4 October 2023

Agenda Item	Report Author
Chairman's Announcements	Chairman
Annual Governance Statement – First Draft	Chief Executive
Risk Management Policy and Framework Update	Director Finance and S151 Officer
Corporate Risk Register – Review (A6 and C3)	Chief Executive
Draft Statement of Accounts 2022/23	Director Finance and S151 Officer
Annual Information Governance Report	Director Legal
Internal Audit Progress Report	Internal Audit
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan & date of January and March 2024 meetings	Democratic Services Officer

**Monday 5 February 2024 4:30pm**

Report deadline: 4pm Monday 22 January 2024

Agenda despatch: Wednesday 24 January 2024

<b>Agenda Item</b>	<b>Report Author</b>
Chairman's Announcements	Chairman
Annual Governance Statement – Final Draft	Chief Executive
Internal Audit Progress Report	Internal Audit
Corporate Risk Management Monitoring Report	Director Finance and S151 Officer
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer

*Informal Meeting between Members of Audit Committee and Internal Auditor to be scheduled before meeting of the Committee (agreed at 17/07/23 meeting) – Scheduled for 5 February 2024 3.15pm*

Forward Planning Items 2024/25

**July 2024:**

Draft Annual Governance Statement  
Annual Information Governance Report

**Tuesday 19 March 2024 4:30pm**

Report deadline: 4pm Tuesday 5 March 2024

Agenda despatch: Thursday 7 March 2024

<b>Agenda Item</b>	<b>Report Author</b>
Chairman's Announcements	Chairman
External Audit – Audit Results Report	External Audit
Statement of Accounts	Director Finance & S151 Officer
External Audit Plan	External Audit
Internal Audit Charter & Work Plan	Internal Audit
Audit Committee Annual Review	Director Finance and S151 Officer
Internal Audit Progress Report	Internal Audit
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer