

DRAFT AUDIT AND RISK MANAGEMENT COMMITTEE WORK PROGRAMME

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
26 September 2023	Audit Results Report 2021/22 (ISA260)	Annual	External Audit	To consider and note the external audit results report (<i>deferred from July</i>)
	Statement of Accounts 2021/22	Annual	Mark Saunders	To review and approve the Statement of Accounts 2021/22 (<i>deferred from July</i>)
	Letter of Representation 2021/22	Annual	Mark Saunders	To agree the format and content of the Letter of Representation provided to the External Auditors at the conclusion of the 21-22 Statement of Accounts audit. To be signed by the Chair of AMRC and s.151 Officer (<i>deferred from July</i>)
	Anti-Fraud and Corruption Policy	4-yearly	Audit	To agree the new Anti-Fraud Policy (<i>deferred from July</i>)
	Annual Governance Statement 2022 - 23	Annual	Audit	Regulation 6(1) of the Accounts and Audit Regulations 2015, require the Council to conduct an annual review of the effectiveness of its system of internal control and publish an Annual Governance Statement (AGS). The CIPFA Finance Advisory Network has issued detailed practical guidance for meeting the requirements of the Accounts and Audit Regulations
	Internal Audit Plan 2023/24 – Update	Annual	Audit	To consider and discuss the revised Internal Audit Plan for 2023/24.
	Audit and Risk Management Committee Work Programme	Quarterly	Peter Catchpole	Information purposes

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DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
20 November 2023				
	Annual Audit Letter 2021/22	Annual	External Audit	To note the independent external auditors, Ernst &Young (EY), Annual Audit Letter
	External Audit Plan 2022-23	Annual	External Audit	To discuss the External Audit Plan for 2022-23
	Draft Statement of Accounts 2022-23	Annual	Mark Saunders	Review the draft Statement of Accounts 2022-23
	Treasury Management Strategy Statement and Annual Investment Strategy Mid-year review	6 monthly	Mark Saunders	To review the activity for first 6 months of the year and to provide members a update on matters pertinent to the Councils Treasury Management Strategy
	Internal Audit Plan 2023/24 Progress report Q2	Quarterly	Audit	To consider and note the activity and performance of the Internal Audit function.
	Anti-Money Laundering Policy	4-Yearly	Audit	To agree proposed changes/updates to the Anti-Money Laundering Policy
	Corporate Risk Register - Quarterly update	Quarterly	Stephen Beacher	To review and approve the quarterly risk register (Training to be provided before the meeting).
	Audit and Risk Management Committee Work Programme	Quarterly	Peter Catchpole	Information Purposes
12 February 2024				
	Treasury Management Strategy Statement, Capital Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2023/24	Annual	Mark Saunders	To endorse the strategy to be included in the final budget report

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	Internal Audit Plan 2023/24 Progress report Q3	Quarterly	Audit	To consider and note the activity and performance of the Internal Audit function
	Corporate Debt Policy	4 Yearly	Audit	To agree proposed changes/updates to the Corporate Debt Policy
	Risk Register – Quarterly update	Quarterly	Stephen Beacher	To review and approve the quarterly risk register.
	Audit and Risk Management Committee Work Programme	Quarterly	Peter Catchpole	Information Purposes
25 March 2024	Risk Based Internal Audit Plan 2024/25	Quarterly	Audit	To approve the internal audit plan and resources for the forthcoming year
	Audit Results Report 2022/23 (ISA 260)	Annual	Audit	To consider and note the external audit results report.
	Final Statement of Accounts 2022-23	Annual	Mark Saunders	Review and approve the final Statement of Accounts 2022-23
	Letter of Representation 2022/23	Annual	Mark Saunders	To agree the format and content of the Letter of Representation provided to the External Auditors at the conclusion of the 22-23 Statement of Accounts audit.
	Annual Governance Statement Update 2022/23		Audit	To review and note the progress on the Annual Governance Statement action plan arising from 2022/23.
	Audit and Risk Management Committee Work Programme	Quarterly	Peter Catchpole	Information Purposes

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Future items *(when to be brought to the committee in 2023/24 to be determined)*

- Anti-Fraud and Corruption Policy and Strategy (4 Years) – September 2023
- Anti-Money Laundering Policy (4 Years) – November 2023
- Corporate Debt Policy (4 Years) – February 2024

Cyclical Items not due this year *(unless policy or legislation changes require amendments prior to review date)*

- Whistleblowing Policy June 2024
- ARMC Terms of Reference December 2024
- Risk management Strategy March 2025
- External Auditor Appointment Process Dec – Feb 2027

Audit and Risk Management Committee Training sessions 2023/24

- Introduction to ARMC – External Training 24th July 2023
- Statement of Accounts – Mark Saunders 20th November 2023
- Risk Register – Stephen Beacher 12th February 2024

Audit and Risk Management Committee Action Plan

Title	Comments	Due by	RAG
Independent Member appointment	A report was presented to the committee in July 2022, with the committee agreeing in principle to progress with an independent member appointment to ARMC. Further report outlining skills analysis and job description to be brought back to ARMC for recommendation to Council.	December 2023	Not due yet
Committee Training	Committee Members to discuss training requirements and provide officers with suggested training topics for future meetings.	Ongoing	

AUDIT AND RISK MANAGEMENT COMMITTEE WORK PROGRAMME 2023-24

Abbreviations Used in Audit & Risk Management Committee

AGS	Annual Governance Statement
ARG	Additional Restrictions Grant
ARP	Anglia Revenue Partnerships
BCP	Business Continuity Planning
BEIS	The Department for Business, Energy and Industrial Strategy
CFR	Capital Financing Requirement
CIPFA	Chartered Institute of Public Finance and Accountancy
CIS	Commercial Investment Strategy
CMT	Corporate Management Team
CNC	CNC Building Control
CPCA	Cambridgeshire & Peterborough Combined Authority
CPE	Civil Parking Enforcement
CPLRF	Cambridgeshire & Peterborough Local Resilience Forum
CTS	Council Tax Support
DFG	Disabled Facilities Grants
DPA	Data Protection Act
CSR	Comprehensive Spending Review
FFL	Fenland Future Ltd
GDPR	General Data Protection Regulations
IAS	International Accounting Standards
IFRS	International Financial Reporting Standard
LGA	Local Government Association
LGSS	Local Government Shared Services
LRSG	Local Restrictions Support Grants
MHCLG	Ministry of Housing Communities and Local Government
MoU	Memorandum of Understanding
MRP	Minimum Revenue Provision
MTFP	Medium Term Financial Plan
MTSP	Management, Trade Union & Staff Partnership
NFI	National Fraud Initiative
NNDR	National Non-Domestic Rates
OIB	Operational Improvement Board (ARP)
OLTL	Other Long-Term Liabilities
PPA	Post Payment Assurance
PSAA	Public Sector Auditor Appointments
PSIAS	Public Sector Internal Audit Standards
PWLB	Public Works Loan Board
RIPA	Regulation of Investigative Powers