

AUDIT AND RISK MANAGEMENT COMMITTEE WORK PROGRAMME 2024/25

| 22 July 2024 | Interim Value for Money Report 2022/23 | Annual | External Auditors - EY | To receive the external auditors report on the Value for Money Arrangements for 2022/23 |
|--------------------------|--|-----------|------------------------|--|
| | Verbal update on 'reset and recover' approach on Local Government audits | Annual | External Auditors - EY | To receive an update from our External Auditors on the approach to Local Government audits. |
| | Draft Annual Governance Statement 2023/24 | Annual | David Thacker | To review and approve the draft annual AGS for publication. 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 Outturn and Quality Assurance Review | Annual | David Thacker | To provide the Audit and Risk Management Committee with an overview of the work undertaken by Internal Audit during 2023/24. To provide the Audit Manager's annual opinion on the system of internal control. To consider the effectiveness of Internal Audit. |
| | Risk Register – Quarterly update | Quarterly | Stephen Beacher | To review and approve the quarterly risk register. |
| | Audit and Risk Management Committee Annual Report 2023/24 | Annual | David Thacker | To report to Full Council the commitment and effectiveness of the Audit and Risk Management Committee's work from April 2023 to March 2024. |
| | Audit and Risk Management Committee Work Programme | Quarterly | Chair/Peter Catchpole | Information Purposes |
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| 23 September 2024 | Corporate Risk Register Review – POSSIBLE DEFERMENT TO NOV | Quarterly | Stephen Beacher | To provide an update to the Audit and Risk Management Committee on the Council's Corporate Risk Register |

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| | External Audit Plan | Annual | External Audit | |
| | Internal Audit Plan 2024/25– Quarterly Update Q2 | Progress report | Deborah Moss | To consider and note the activity and performance of the Internal Audit function. |
| | Draft Statement of Accounts 2023/24 | Annual | Mark Saunders | To review and approve the draft Statement of Accounts 2023/24 |
| | Whistleblowing Policy | Annual | Sam Anthony | |
| | Audit and Risk Management Committee Work Programme | Quarterly | Chair/Deborah Moss | Information Purposes |
| | | | | |
| 18 November 2024 | 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. |
| | Risk Register – Quarterly update | Quarterly | Stephen Beacher | To review and approve the quarterly risk register. |
| | Internal Audit Plan 2024/25– Quarterly Update | Progress report | Deborah Moss | To consider and note the activity and performance of the Internal Audit function. |
| | Audit and Risk Management Committee Work Programme | Quarterly | Chair/Deborah Moss | |
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| 10 February 2025 | Annual Audit Letter 2022/23 & 2023/24 | Annual | External Audit | To note the independent external auditors, Ernst &Young (EY), Annual Audit Letter. |
| | Audit Results Report 2023/24 | Annual | External Audit | To receive the Audit Results Report on the 2023/24 external audit |
| | Final Statement of Accounts 2023/24 | Annual | Mark Saunders | To approve the final Statement of Accounts for 2022/23 |

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| | Letter of Representation 2023/24 | Annual | Peter Catchpole/Mark Saunders | To approve and sign the Letter of Representation for 2023/24 |
| | Treasury Management Strategy Statement, Capital Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2025/26 | Annual | Mark Saunders | To endorse the strategy to be included in the final budget report |
| | Risk Register – Quarterly update | Quarterly | Stephen Beacher | To review and approve the quarterly risk register. |
| | Internal Audit Plan 2024/25 Progress report Q3 | Quarterly | Deborah Moss | To consider and note the activity and performance of the Internal Audit function |
| | Audit and Risk Management Committee Work Programme | Quarterly | Deborah Moss | Information Purposes |
| | | | | |
| 17 March 2025 | Risk Based Internal Audit Plan 2024/25 | Quarterly | Deborah Moss | To approve the internal audit plan and resources for the forthcoming year |
| | Annual Governance Statement Update 2023/24 | | Deborah Moss | To review and note the progress on the Annual Governance Statement action plan arising from 2023/24. |
| | Risk Management Policy & Strategy Review and Corporate Risk Register | Annual | Stephen Beacher | To provide an update to the Audit and Risk Management Committee on the latest Risk Management Policy and Strategy. To consider and note the annual review of risk management and corporate risk register. |
| | RIPA Annual Update | | | To review the Council's use of the Regulation of Investigatory Power Act 2000 (RIPA). |
| | Audit and Risk Management Committee Work Programme | Quarterly | Deborah Moss | Information Purposes. |

AUDIT AND RISK MANAGEMENT COMMITTEE WORK PROGRAMME 2024/25

Future items *(when to be brought to the committee in 2024/25 to be determined)*

- Whistleblowing Policy September 2024
- Risk Management Policy & Strategy Review March 2025
- Independent Member at ARMC ? Due again at September 2024?

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

- External Auditor Appointment Process Dec – Feb 2027
- Corporate Debt Policy (4 Years) February 2028
- Anti-Fraud & Corruption Policy and Strategy (4 Years) July 2027
- Anti-Money Laundering Policy (4 Years) November 2027
- Internal Audit Charter (3 years) July 2026

Annual Items

- RIPA Policy and Annual Update Annual
- Treasury Management Strategy Statement and Annual Investment Strategy Annual and Mid-year Review
- Internal Audit Annual Plan Annual
- Internal Audit Annual Report and Annual Opinion Annual
- ARMC Annual Report Annual
- Audit Results Report Annual
- Statement of Accounts Annual
- Letter of Representation Annual
- Annual Governance Statement Annual
- External Auditor's Report Annual
- Provisional External Audit Plan Annual
- Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy Annual
- Annual Governance Statement Update Annual
- Treasury Management Annual Review Annual

AUDIT AND RISK MANAGEMENT COMMITTEE WORK PROGRAMME 2024/25

Quarterly Items (each meeting)

- Internal Audit Progress Report Quarterly
- Corporate Risk Register Update Quarterly

Audit and Risk Management Committee Training sessions 2024

- Statement of Accounts – Mark Saunders TBC
- Risk Register – Stephen Beacher TBC

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. | TBC | 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 2024

Abbreviations Used in Audit & Risk Management Committee

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| 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 |