

Annual Work Plan for Municipal Year 2019/20

29 July	Lead Officer
Work Plan	Chief Financial Officer
Audit Committee Annual Report for 2018/19	Head of Audit Partnership
Annual Internal Audit Report & Opinion for 2018/19	Head of Audit Partnership
External Auditor Audit Findings Report for 2018/19	External Auditor (Grant Thornton)
Annual Statement of Accounts for 2018/19 & Annual Governance Statement for 2018/19	Chief Financial Officer
External Audit Fee Letter for 2019/20	External Auditor (Grant Thornton)
18 September	Lead Officer
Work Plan	Chief Financial Officer
Annual Treasury Management Review for 2018/19	Chief Financial Officer
Annual Audit Letter for 2018/19	External Auditor (Grant Thornton)
Internal Audit Charter for 2020/21	Head of Audit Partnership
27 November	Lead Officer
Work Plan	Chief Financial Officer
Mid-Year Treasury Management Review for 2019/20	Chief Financial Officer
Fraud & Compliance Team Annual Report for 2018/19	Revenues & Benefits Manager
Internal Audit Interim Report for 2019/20	Head of Audit Partnership
External Audit Update Report for 2019/20	External Auditor (Grant Thornton)
11 March	Lead Officer
Work Plan	Chief Financial Officer
Internal Audit & Assurance Plan for 2020/21	Head of Audit Partnership
Strategic Risk Register Update for 2019/20	Head of Audit Partnership
Certification of Claims & Returns for 2018/19	External Auditor (Grant Thornton)
External Audit Plan for 2019/20	External Auditor (Grant Thornton)
Item Schedule To Be Confirmed	Lead Officer
External Quality Assessment of Internal Audit (timing tbc, could be March or July 2020 meeting)	Head of Audit Partnership

Appendix III

Annual Work Plan For Municipal Year 2019/20

Item & Description	29 Jul	18 Sep	27 Nov	11 Mar
Items related to the work of the Audit Committee				
Work Plan - <i>This paper, updated through the year, setting out a draft agenda for future Committees</i>	✓	✓	✓	✓
Audit Committee Annual Report 2018/19 - <i>Report looking back over the previous municipal year on the work of the Committee and how it has discharged its responsibilities under the Council's Constitution.</i>	✓			
Items from the Chief Financial Officer				
Annual Statement of Accounts & Annual Governance Statement 2018/19 - <i>The Council's audited financial statements for the year ended 31 March 2019 and a statement evaluating the Council's governance effectiveness over the year</i>	✓			
Treasury Management Review - <i>Summarising the Council's investments and borrowing, setting out conformance with risk and credit limits. September is the 2018/19 annual report, November a mid-year summary for 2019/20.</i>		✓	✓	
Fraud & Compliance Team Annual Report 2018/19 - <i>Annual report summarising the work of the compliance team working within the Council's Revenues & Benefits service.</i>		✓		
Items from the Head of Audit Partnership				
Internal Audit & Assurance Report - <i>July is the annual report giving the Head of Internal Audit's Opinion on the Council's internal control, risk management and governance for the year just ended and setting out the work that underpins the opinion. Internal Audit provide also a mid-year update in November on current year work in progress.</i>	✓		✓	
Internal Audit Charter for 2020/21 - <i>Setting out the overall terms of reference for the audit service and its relationships with members and officers. The Charter informs audit planning for the year ahead.</i>		✓		

Item & Description	29 Jul	18 Sep	27 Nov	11 Mar
Items from the Head of Audit Partnership (continued)				
Internal Audit & Assurance Plan 2020/21 - <i>Setting out internal audit's risk assessment of the Council and planned audit and assurance work in response that will go towards supporting the year-end opinion</i>				✓
Strategic Risk Register Overview - <i>Annual report setting out the process of risk management at the Council and in particular the Council's strategic risks and actions to mitigate.</i>				✓
External Quality Assurance Report - <i>Findings report of the 5-yearly review of internal audit quality required under Public Sector Internal Audit Standards. Report expected spring 2020.</i>				?
Items from the External Auditor (Grant Thornton)				
Audit Findings Report 2018/19 - <i>Setting out the auditor's findings from work reviewing the Council's Statement of Accounts. Includes draft auditors' opinion on the statements and value for money conclusion.</i>	✓			
Fee Letter 2019/20 - <i>Confirming the audit fee set by Public Sector Audit Appointments Limited for the audit of the Council's 2019/20 financial statements and related work.</i>	✓			
Annual Audit Letter 2018/19 - <i>Letter summarising findings from all the external auditor's work for the year, and closing the annual audit.</i>		✓		
Annual Audit Plan 2020/21 - <i>Setting out the external auditor's planned work that will lead towards the opinion and value for money conclusion for the year ended 31 March 2021.</i>				✓
External Audit Update Reports - <i>External audit periodically provide update reports on matters of local or sector interest.</i>		?	?	?