

BARNLEY MBC AUDIT COMMITTEE – INDICATIVE WORK PROGRAMME

| | Mtg. No. | 2 | 3 | 4 | 5 | 6 | 7 | | |
|---|------------------|----------|----------|----------------------|---------|---------|---------|----------|---------|
| Committee Work Area | Contact / Author | 19.07.17 | 22.09.17 | 1.11.17 | 6.12.18 | 17.1.18 | 21.3.18 | 18.04.18 | 6.06.18 |
| Committee Arrangements | | | | Workshop | | | | | |
| Committee Work Programme | WW | X | X | X(?) X(?) X(?) | X | X | X | X | X |
| Minutes/Actions Arising | WW | X | X | | X | X | X | X | X |
| Review of Terms of Reference and Self-Assessment | RW/CHAIR | | | | | | | | |
| Training Review and Skills Assessment | RW/CHAIR | | | | | | | | |
| Review of Terms of Reference & Working Arrangements | ACF | | | | | | | | |
| Draft Audit Committee Annual Report | RW/CHAIR | X | | | | | | X | |
| Audit Committee Annual Report | RW/CHAIR | | X | | | | | | |
| Internal Control and Governance Environment | | | | | | | | | |
| Local Code of Corporate Governance | AF/AH | | | | | | X | | |
| Annual Governance Review Process and Timescales | AF/AH | | | | | | | | |
| Draft Annual Governance Statement & Action Plan | AF/AH | X | | X(?) X(?) X(?) | | | | | |
| Final Annual Governance Statement | AF/AH | | X | | | | | | |
| AGS Action Plan Update | AF/AH | | | | X | | | | |
| Corporate Whistleblowing Update & Annual Report | RW | X | | | | | | | |
| Annual Fraud Report | RW | | | | | | | X | |
| Corporate Fraud Team - Report | RW | | X | | | | X | | |
| RIPA Update Report | AF/GK | | | | X | | | | |
| Review of Ombudsman Complaints | AF | | | | X | | | | |
| Corporate Risk Management | | | | | | | | | |
| Risk Management Policy & Strategy | AH | | | X(?) X(?) X(?) | | | | | |
| Risk Management Update* | AH | | | | | | | | |
| Annual Report | AH | X | | | | X | | | |
| Strategic Risk Register Review | AH | | | | X | | | | |
| Internal Audit | | | | | | | | | |
| Internal Audit Charter | RW | | | | | | X | | |
| Internal Audit Plan | RW | | | | | | X | | |
| Internal Audit Quarterly Report | RW | X | | | X | X | | X | |

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| Annual Review of the Effectiveness of Internal Audit | RW | X | | | | | | | |
| Review of the Effectiveness of Int. Audit - Update | RW | | | | | X | | | |
| Internal Audit Annual Report | RW | | | | | | | | X |
| External Audit (KPMG) | | | | | | | | | |
| Annual Governance Report (ISA260 Report) | KPMG | | X | | | | | | |
| Audit Plan | KPMG | | | | | | X | | |
| Annual Fees Letter | KPMG | | | | | | X | | |
| Annual Audit Letter | KPMG | | | | | | | | |
| Grants Letter | KPMG | | | | | | | | |
| Claims & Returns Annual Report | KPMG | | | | | X | | | |
| External Audit Progress report & Technical Update | KPMG | | X | | X | X | X | X | X |
| Financial Reporting and Accounts | | | | | | | | | |
| Budget Proposal Section 25 Report | FF/NC | | | | | X | X | | |
| Draft Statement of Accounts | FF/NC | X | | | | | | | |
| Corporate Finance Summary | FF/NC | | X | | | | | | |
| Corporate Finance and Performance Management & Capital Programme Update | NC | | X | | | | X | | |
| Treasury Management Annual Report | IR | | | | | | X | | |
| Treasury Mgt. Policy & Strategy Statement | IR | | | | | | X | | |
| Other Corporate Functions contributing to overall assurance | | | | | | | | | |
| Human Resources ⁺ (annual) | AB | | X | | | | | | |
| Business Improvement and Communication ⁺ (annual) | MP | X | | | | | | | |
| Health & Safety Resilience ⁺ (6 monthly report – March Update – September Annual) | SD | | X | | | | X | | |
| Governance & Member support (annual) | IT/WW | | | | | X | | | X |
| Information Governance update | DR | | X | | X | | X | | X |

*Members of the Senior Management Team to be invited periodically to report on any issues identified within the Strategic Risk Register

⁺ Subject to regular liaison with Service Directors