

TRAFFORD COUNCIL

Report to: Accounts and Audit Committee
Date: 19 June 2019
Report for: Approval
Report of: Audit and Assurance Manager

Report Title

Accounts and Audit Committee – Work Programme – 2019/20

Summary

This report sets out the proposed work plan for the Committee for the 2019/20 municipal year.

It outlines areas to be considered by the Committee at each of its meetings, over the period of the year. The work programme helps to ensure that the Committee meets its responsibilities under its terms of reference and maintains focus on key issues and priorities as defined by the Committee.

The work programme is flexible and can have items added or rescheduled if this ensures that the Committee best meets its responsibilities.

Recommendation

The Accounts and Audit Committee is asked to approve the 2019/20 work programme.

Contact person for access to background papers and further information:

Name: Mark Foster – Audit and Assurance Manager
Extension: 1323

Background Papers: None

Committee Meeting Dates	Areas of Responsibility of the Committee					
	Internal Audit	External Audit	Risk Management	Governance (including Annual Governance Statement)	Anti- Fraud & Corruption Arrangements	Accounts / Financial Management
19 June 2019	Agree Committee's Work Programme for 2019/20 (including consideration of training and development). Training session on Treasury Management to be provided outside of the Committee on 12 June 2019.					
	- 2018/19 Head of Internal Audit Annual Report	- Audit Progress Report and 2019/20 Fee Letter		- 2018/19 Draft Annual Governance Statement - Corporate Governance Code - Accounts and Audit Committee 2018/19 Annual Report to Council		-Treasury Management update (Annual Performance Report 2018/19) -2018/19 Revenue Budget Monitoring Outturn and Capital Investment Programme Outturn reports (to be circulated outside of the meeting by early July 2019).
29 July 2019	Training & Development/Presentation – Covering the draft accounts, financial outturn position and update on business rates and the investment strategy (To be provided outside of the Committee meeting in July 2019).					
		- 2018/19 Audit Completion Report	- Strategic Risk Register monitoring report.	- 2018/19 Annual Governance Statement (final version)	- Counter Fraud and Enforcement Team Annual Report 2018/19	- Approval of Annual Statement of Accounts 2018/19 - Budget Monitoring Report (final outturn 2018/19) - Budget Monitoring Report (Period 2 2019/20)

Committee Meeting Dates	Areas of Responsibility of the Committee					
	Internal Audit	External Audit	Risk Management	Governance (Including Annual Governance Statement)	Anti- Fraud & Corruption Arrangements	Accounts/Financial Management
30 October 2019	- Internal Audit monitoring report	- 2018/19 Annual Audit Letter	- Strategic Risk Register monitoring report / risk updates. (Also see Financial Management - Insurance Performance Report 2018/19)			- Treasury Management : 2019/20 mid- year performance report - Insurance Performance Report 2018/19 - Budget Monitoring Report (Period 4 2019/20) - Budget Monitoring Report (Period 6 2019/20) to be circulated to Members outside of meeting in November 2019.
5 February 2020	Training session on Treasury Management to be provided outside of the Committee in January 2020.					
	- Internal Audit monitoring report	-Grant Claims summary - Audit Strategy Memorandum & Audit Progress report		- Report on arrangements for 2019/20 Annual Governance Statement.	(Anti-Fraud update, within Internal Audit monitoring report).	- Treasury Management Strategy - Budget Monitoring Report (Period 8 2019/20). - Procurement update (STAR)

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24 March 2020	- 2020/21 Internal Audit Plan	- Audit Progress Report	- Strategic Risk Register monitoring report - Strategic risk update - Cyber Security			- Budget Monitoring Report (Period 10 2019/20).