

**AUDIT COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 11**

**LEAD OFFICER: Ian Smith, Director Finance & S151 Officer**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

<b>Mon 17 July 2023</b>		<b>Mon 16 October 2023</b>		<b>Mon 29 January 2024</b>	
<b>4:30pm</b>		<b>4:30pm</b>		<b>4:30pm</b>	
<b>Report deadline</b>	<b>4pm Mon 3 July</b>	<b>Report deadline</b>	<b>4pm Mon 2 Oct</b>	<b>Report deadline</b>	<b>4pm Mon 15 Jan</b>
<b>Agenda despatch</b>	<b>Wed 5 July</b>	<b>Agenda despatch</b>	<b>Wed 4 Oct</b>	<b>Agenda despatch</b>	<b>Wed 17 Jan</b>
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
External Audit –Audit Results Report Final Update	External Audit	External Audit – Initial Audit Plan	External Audit	Annual Governance Statement – Final Draft	Chief Executive
Statement of Accounts 2021/22	Director Finance & S151 Officer	Draft Annual Governance Statement	Chief Executive	Internal Audit Progress Report	Internal Audit
Internal Audit Annual Report & Opinion 2022/23	Internal Audit	Risk Management Policy and Framework Review	Director Finance & S151 Officer	Corporate Risk Management Monitoring Report	Director Finance & S151 Officer
Corporate Risk Management Monitoring Report	Director Finance & S151 Officer	Internal Audit Progress Report	Internal Audit	<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO
Internal Audit Progress Report	Internal Audit	<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO	Forward Agenda Plan	DSO
<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO	Forward Agenda Plan	DSO		
Forward Agenda Plan	DSO				

**Notes:**  
**1. Agenda items in italics are provisional items / possible items for future meetings.**

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**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

<b>Mon 18 March 2024</b>	<b>4:30pm</b>
<b>Report deadline</b>	<b>4pm Mon 4 March</b>
<b>Agenda despatch</b>	<b>Weds 6 Mar</b>
Chairman's Announcements	Chairman
<i>External Audit – Audit Results Report</i>	<i>External Audit</i>
<i>Statement of Accounts</i>	<i>Director Finance &amp; S151 Officer</i>
Internal Audit Charter & Work Plan	Internal Audit
Internal Audit Progress Report	Internal Audit
<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO

**Notes:**  
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