

AUDIT COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 12

LEAD OFFICER: Ian Smith, Director Finance & S151 Officer

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Mon 17 July 2023		Mon 16 October 2023		Mon 29 January 2024	
4:30pm		4:30pm		4:30pm	
Report deadline	4pm Mon 3 July	Report deadline	4pm Mon 2 Oct	Report deadline	4pm Mon 15 Jan
Agenda despatch	Wed 5 July	Agenda despatch	Wed 4 Oct	Agenda despatch	Wed 17 Jan
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
External Audit –Audit Results Report Final Update	External Audit	Annual Governance Statement – First Draft	Chief Executive	Annual Governance Statement – Results of Consultation	Chief Executive
Statement of Accounts 2021/22	Director Finance & S151 Officer	Risk Management Policy and Framework Update	Director Finance & S151 Officer	Audit Committee Annual Review	Director Finance & S151 Officer
Internal Audit Annual Report & Opinion 2022/23	Internal Audit	Corporate Risk Register – Review (A6 and C3)	Chief Executive	Internal Audit Progress Report	Internal Audit
Corporate Risk Management Monitoring Report	Director Finance & S151 Officer	Draft Statement of Accounts 2022/23	Director Finance & S151 Officer	Corporate Risk Management Monitoring Report	Director Finance & S151 Officer
Internal Audit Progress Report	Internal Audit	Annual Information Governance Report	Director Legal	<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO
<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO	Internal Audit Progress Report	Internal Audit	Forward Agenda Plan	DSO
Forward Agenda Plan	DSO	<i>Actions taken by the Director Finance on the grounds of urgency (if any)</i>	DSO		
		Forward Agenda Plan & date of January and March 2024 meetings	DSO		
				<i>*Informal Meeting between Members of Audit Committee and Auditors to be scheduled before meeting of the Committee (agreed at 17/07/23 meeting)</i>	

Notes:

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

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AGENDA ITEM NO 12

LEAD OFFICER: Ian Smith, Director Finance & S151 Officer

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Mon 18 March 2024	4:30pm
Report deadline	4pm Mon 4 March
Agenda despatch	Weds 6 Mar
Chairman's Announcements	Chairman
<i>External Audit – Audit Results Report</i>	<i>External Audit</i>
<i>Statement of Accounts</i>	<i>Director Finance & S151 Officer</i>
<i>External Audit Plan</i>	<i>External Audit</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

Forward Planning Items 2024/25

July 2024

Draft Annual Governance Statement
 Annual Information Governance Report

Notes:

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