

AUDIT COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO. 9

LEAD OFFICER(S): Ian Smith, Finance Manager & S151 Officer

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Monday 25 July 2022 4.30pm		Meeting: Monday 28 November 2022 4.30pm		Meeting: Monday 30 January 2023 4.30pm	
Agenda Planning meeting:		Agenda Planning meeting:		Agenda Planning meeting:	
Pre-meeting briefing:		Pre-meeting briefing:		Pre-meeting briefing:	
Report deadline: 4pm Monday 11 July 2022		Report deadline: 4pm Monday 14 November 2022		Report deadline: 4pm Monday 16 January 2023	
Agenda despatch: Wednesday 13 July 2022		Agenda despatch: Wednesday 16 November 2022		Agenda despatch: Wednesday 18 January 2023	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
External Audit – Audit Plan	External Audit	External Audit – Audit Results Report	External Audit	External Audit – Auditor's Annual Report	External Audit
Internal Audit Annual Report & Opinion	Internal Audit	Statement of Accounts	Finance Manager & S151 Officer	Internal Audit Progress Report	Internal Audit
Code of Corporate Governance Review	Finance Manager & S151 Officer/Legal Services Manager & MO	Internal Audit Progress Report	Internal Audit	Corporate Risk Management Monitoring Report	Finance Manager & S151 Officer
Draft Annual Governance Statement	Chief Executive	Annual Governance Statement	Chief Executive	<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO
Provision of Internal Audit Services – Options Paper	Chief Executive/Finance Manager & S151 Officer	External Audit – VFM Risk Assessment	External Audit	Forward Agenda Plan	DSO
Risk Management Policy, Framework & Training Programme	Finance Manager & S151 Officer	Anti-Fraud & Corruption Policy	Finance Manager & S151 Officer		
Corporate Risk Management Monitoring Report	Finance Manager & S151 Officer	<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO		
<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO	Forward Agenda Plan	DSO		
Forward Agenda Plan	DSO				

Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.

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ANNUAL AGENDA PLAN

AGENDA ITEM NO. 9

LEAD OFFICER(S): Ian Smith, Finance Manager & S151 Officer

DEMOCRATIC SERVICES OFFICER: Tracy Couper

Meeting: Monday 20 March 2023 4.30pm	
Agenda Planning meeting:	
Pre-meeting briefing:	
Report deadline: 4pm Monday 6 March 2023	
Agenda despatch: Wednesday 8 March 2023	
Chairman's Announcements	Chairman
External Audit – Audit Plan 2021/22	External Audit
Internal Audit Charter & Work Plan 2022/23	Internal Audit
Internal Audit Progress Report	Internal Audit
<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO

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