

AUDIT AND RISK MANAGEMENT COMMITTEE WORK PROGRAMME 2022-23

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
19 th September 2022	Draft Statement of Accounts 2021-22	Annual	Mark Saunders	To review and note the draft Statement of Accounts
	Annual Governance Statement 2021-22	Annual	Kathy Woodward	To approve the content of the Annual Governance Statement for inclusion in the published Statement of Accounts 21-22.
	External Audit Plan 2021/22	Annual	External Auditor	To note the external audit plan for the new financial year.
	Risk Register – Quarterly Update	Progress Report	Stephen Beacher	To review and approve the quarterly risk register.
	Internal Audit Plan 2022/23 – Quarterly Update	Progress Report	Kathy Woodward	To consider and note the activity and performance of the Internal Audit function.
19 th December 2022	Audit Results Report (ISA 260)	Annual	External Audit	Consider and note the Audit results report
	Statement of Accounts 2021-22	Annual	Mark Saunders	Review and approve the Statement of Accounts 2021-22
	Letter of Representation	Annual	Mark Saunders	Agree format and content of the Letter of Representation provided to the External Auditors at the conclusion of the 21-22 Statement of Accounts audit. To be signed by Chairman of ARMC and S151 officer
	Treasury Management Strategy Statement and Annual Investment Strategy Mid-year review 22/23	Progress report	Mark Saunders	To review the activity for first 6months of the year and to provide members a update on matters pertinent to the Councils TM Strategy
	Internal Audit Plan 2022/23 – Quarterly Update	Progress report	Kathy Woodward	To consider and note the activity and performance of the Internal Audit function.
	Risk Register - Quarterly update	Progress Report	Stephen Beacher	To review and approve the quarterly risk register.
	Independent Members of ARMC report	Update report	Kathy Woodward	Provide an update and recommendations to Full Council on the appointment of Independent Members to Audit and Risk Management Committee

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DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
6 th February 2023	Auditor Annual Report 2021-22	Annual	External Audit	To note the independent external auditors, Ernst & Young (EY), Annual Audit Letter
	External Quality Assessment (Internal Audit)	5 Year	Kathy Woodward	To provide members with the results of the 5 yearly External Quality Assessment of Internal Audit
	Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2023/24	Annual Cabinet / Council	Mark Saunders	To Endorse the strategy to be included in the final budget report.
	Internal Audit Plan 2022/23 – Quarterly Update	Progress report	Kathy Woodward	To consider and note the activity and performance of the Internal Audit function.
	Risk Register – Quarterly update	Progress report	Stephen Beacher	To review and approve the quarterly risk register.
20 th March 2023	External Audit Plan 2022/23	Annual	External Auditor	To note the external audit plan for the new financial year.
	Risk Based Internal Audit Plan and Internal Audit Strategy 2022/23	Annual	Kathy Woodward	To approve the internal audit plan and resources for the forthcoming year
	RIPA Annual Update	Annual	Amy Brown	To review and note the use of RIPA in the previous year.
	Annual Governance Statement update 2021/22	Progress report	Kathy Woodward	To review progress on the AGS action plan from 2021/22
	Risk Management Policy and Strategy Review	Annual	Stephen Beacher	To consider and note the annual review of risk management Policy and Strategy.

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Future items *(when to be brought to the committee in 2022/23 to be determined)*

- Anti-Fraud and Corruption Policy and Strategy (4 Years)
- Anti-Money Laundering Policy (4 Years)
- Corporate Debt Policy (4 Years)

Cyclical Items not due this year *(unless policy or legislation changes require amendments prior to review date)*

- Internal Audit Charter June 2024
- Whistleblowing Policy June 2024
- ARMC Terms of Reference December 2024
- External Auditor Appointment Process Dec – Feb 2027

Audit and Risk Management Committee Training sessions 2022/23

- Statement of Accounts September 2022
- Internal Audit Process December 2022
- GDPR / RIPA Training? February 2023
- Introduction to ARMC (For new members if required) June 2023

Audit and Risk Management Committee Action Plan

Title	Comments	Due by	RAG
Independent Member appointment	A report was presented to the committee in July 2022, with the committee agreeing in principle to progress with an independent member appointment to ARMC. Further report outlining skills analysis and job description to be brought back to ARMC for recommendation to Council.	December 2022	Not due yet
Committee Training	Committee Members to discuss training requirements and provide officers with suggested training topics for future meetings.	Ongoing	

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Abbreviations Used in Audit & Risk Management Committee

AGS	Annual Governance Statement
ARG	Additional Restrictions Grant
ARP	Anglia Revenue Partnerships
BCP	Business Continuity Planning
BEIS	The Department for Business, Energy and Industrial Strategy
CFR	Capital Financing Requirement
CIPFA	Chartered Institute of Public Finance and Accountancy
CIS	Commercial Investment Strategy
CMT	Corporate Management Team
CNC	CNC Building Control
CPCA	Cambridgeshire & Peterborough Combined Authority
CPE	Civil Parking Enforcement/
CPLRF	Cambridgeshire & Peterborough Local Resilience Forum
CTS	Council Tax Support
DFG	Disabled Facilities Grants
DPA	Data Protection Act
CSR	Comprehensive Spending Review
FFL	Fenland Future Ltd
GDPR	General Data Protection Regulations
IAS	International Accounting Standards
IFRS	International Financial Reporting Standard
LGA	Local Government Association
LGSS	Local Government Shared Services
LRSG	Local Restrictions Support Grants
MHCLG	Ministry of Housing Communities and Local Government
MoU	Memorandum of Understanding
MRP	Minimum Revenue Provision
MTFP	Medium Term Financial Plan
MTSP	Management, Trade Union & Staff Partnership
NFI	National Fraud Initiative
NNDR	National Non-Domestic Rates
OIB	Operational Improvement Board (ARP)
OLTL	Other Long-Term Liabilities
PPA	Post Payment Assurance
PSAA	Public Sector Auditor Appointments
PSIAS	Public Sector Internal Audit Standards
PWLB	Public Works Loan Board
RIPA	Regulation of Investigative Powers