

## AUDIT COMMITTEE

<b>Date of Meeting</b>	Wednesday, 27 <sup>th</sup> January 2021
<b>Report Subject</b>	Forward Work Programme
<b>Report Author</b>	Internal Audit Manager
<b>Category</b>	Advisory

### EXECUTIVE SUMMARY

The Audit Committee presents an opportunity for Members to determine the Forward Work Programme of the Committee of which they are Members. By reviewing and prioritising the Forward Work Programme, Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix A for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for Audit Committee.

### RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Internal Audit Manager, in consultation with the Chair and Vice-Chair of the Committee, be authorised to vary the Forward Work Programme between meetings, as the need arises.

### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE FORWARD WORK PROGRAMME</b>
1.01	Items feed into a Committee's Forward Work Programme from a number of sources. Many items are standard every quarter, six months or annually, and Members can also suggest topics for review by the Committee. Items can also be referred by the Cabinet, County Council or Chief Officers.

1.02	<p>In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none"> <li>1. Will the review contribute to the Council's priorities and/or objectives?</li> <li>2. Is it an area of major change or risk?</li> <li>3. Are there issues of concern in governance, risk management or internal control?</li> <li>4. Is it relevant to the financial statements or financial affairs of the Council?</li> <li>5. Is there new government guidance or legislation?</li> <li>6. Is it prompted by the work carried out by Regulators/Internal Audit?</li> </ol>								
1.03	<p>Following the Committee meeting in November two items, the Audit Letter and Annual Improvement Report, have now merged to become the Annual Audit Summary and there has been a need to move one item in the forward work programme due to the timing of the report. This is reflected below;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Report</th> <th style="width: 33%; text-align: center;">Reason for Movement</th> <th style="width: 33%; text-align: center;">New Report Date</th> </tr> </thead> <tbody> <tr> <td>Financial (FPRs)      Procedural      Rules</td> <td>This was only reviewed and approved in October 2020. This is a Biennial review.</td> <td>November 2022</td> </tr> </tbody> </table>			Report	Reason for Movement	New Report Date	Financial (FPRs)      Procedural      Rules	This was only reviewed and approved in October 2020. This is a Biennial review.	November 2022
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## 2.00 RESOURCE IMPLICATIONS

2.01 None as a result of this report.

## 3.00 CONSULTATIONS REQUIRED / CARRIED OUT

3.01 Publication of this report constitutes consultation.

## 4.00 RISK MANAGEMENT

4.01 None as a result of this report.

## 5.00 APPENDICES

5.01 Appendix A - Draft Forward Work Programme.

## 6.00 LIST OF ACCESSIBLE BACKGROUND DOCUMENTS

6.01 None.

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7.00	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Governance</b> - The system by which local authorities direct and control their functions and relate to their communities. It is founded on the basic principles of openness and inclusivity, integrity and accountability together with the overarching concept of leadership. It is an inter-related system that brings together the underlying set of legislative requirements, governance principles and management processes.</p> <p><b>Risk Management</b> - The process of identifying risks, evaluating their potential consequences and managing them. The aim is to reduce the frequency of risk events occurring (wherever this is possible) and minimise the severity of their consequences if they occur. Threats are managed by a process of controlling, transferring or retaining the risk. Opportunities are managed by identifying strategies to maximise the opportunity or reward for the organisation.</p> <p><b>Internal Control</b> - Appropriate procedures and processes are in place to mitigate any risk which may prevent the organisation from achieving its objectives and service delivery.</p> <p><b>Financial Management</b> - The planning, organising, directing and control of the financial activities of the Council to ensure sufficient resources are available to delivery its intended outcomes.</p> <p><b>Audit Wales</b> - Works to support the Auditor General as the public sector watchdog for Wales. They aim to ensure that the people of Wales know whether public money is being managed wisely and that public bodies in Wales understand how to improve outcomes.</p>