

---

## SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2017/18

### 1 SUMMARY

- 1.1 The report summarises the Audit Committee's proposed schedule of business for 2017/18.

### 2 SCHEDULE OF BUSINESS

- 2.1 The Audit Committee receives a number of reports from the Council's external auditors, the Section 151 Officer (Head of Finance), and the Assistant Director, Democratic Services in respect of Internal Audit.
- 2.2 All these reports are relevant and appropriate to assist with the good governance of the Authority and to keep Members informed of the risks affecting the Council. It is, therefore, considered good practice to notify the Audit Committee in advance as to the reports it can expect and when they are likely to be presented. Within this timeframe there will always be the opportunity to report any matters considered necessary for the Audit Committee's attention at any of the scheduled meetings.
- 2.3 The appended schedule of business has been based on four meetings of the Audit Committee during the 2017/18 Municipal Year.

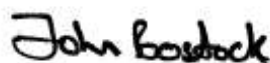
### 3 RISK IMPLICATIONS

- 3.1 Publication of a schedule of business for the Audit Committee ensures that Members have an overview of the planned audit and governance activities.
- 3.2 Members are thus able to review this programme of work and challenge any perceived omissions or weaknesses.
- 3.3 By being informed in advance of reporting deadlines Members will be better placed to review and challenge the information being presented.

### 4 RECOMMENDATION

- 4.1 It is proposed that the Committee **RESOLVES**

That the schedule of business for the Audit Committee for 2017/18 be noted.



John Bostock

Assistant Director, Democratic Services

**Background Papers:-**

None.

For further information please contact Jim Kevany (Principal Auditor) on:-

Phone: 01702 318705 Ext 3213

Email: [james.kevany@rochford.gov.uk](mailto:james.kevany@rochford.gov.uk)

If you would like this report in large print, Braille or another language please contact 01702 318111.

## Appendix 1

## SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2017/18

<b>MONTH</b>	<b>REPORT</b>	<b>FROM</b>
<b>June 2017</b>	Annual Audit & Certification Fees 2017/18	<b>EY</b>
	Annual Governance Statement 2016/17	<b>S151 Officer</b>
	Internal Audit Annual Report And Opinion 2016/17 Including Audit Progress Report in relation to completed audit work and monitoring of outstanding recommendations	<b>ADDS</b>
	Report on outstanding recommendations from External Audit or other external reviews	<b>ADDS</b>
	Schedule of Business for Audit Committee 2017/18	<b>ADDS</b>
<b>September 2017</b>	External Audit Report to those Charged with Governance 2016/17	<b>EY</b>
	Financial Statements for 2016/17	<b>S151 Officer</b>
	Audit Progress Report in relation to completed audit work and monitoring of outstanding recommendations	<b>ADDS</b>
	Report on outstanding recommendations from External Audit or other external reviews (if applicable)	<b>ADDS</b>
<b>January 2018</b>	Annual Audit Letter for 2017/18 – or this will be received by Members by 31 December 2017	<b>EY</b>
	Audit Progress Report in relation to completed audit work and monitoring of outstanding recommendations	<b>ADDS</b>
	Public Sector Internal Audit Standards and Self-assessment – Update and Revised Audit Charter	<b>ADDS</b>
	Report on outstanding recommendations from External Audit or other external reviews (if applicable)	<b>ADDS</b>
<b>April 2018</b>	Annual Audit Plan for 2017/18 Accounts	<b>EY</b>
	Grants Claim Certification Report for the year ended 31 March 2017. (Subject to confirmation)	<b>EY</b>
	Internal Audit Annual Audit Plan 2018/19	<b>ADDS</b>
	Audit Progress Report in relation to completed audit work and monitoring of outstanding recommendations	<b>ADDS</b>
	Report on outstanding recommendations from External Audit or other external reviews (if applicable)	<b>ADDS</b>

<b>MONTH</b>	<b>REPORT</b>	<b>FROM</b>
	Review of Corporate Risk Register	<b>S151 Officer</b>
	Schedule of Business for Audit Committee 2018/19	<b>ADDS</b>