

APPENDIX 1

DRAFT MEETING AGENDA

Meeting dates	Draft Meeting Agenda			
	March	June	September	December
Agenda Items				
	<ol style="list-style-type: none"> 1. Audit Committee <ul style="list-style-type: none"> • Annual Report 2. Internal Audit <ul style="list-style-type: none"> • Annual Audit Plan Approval • Follow up Actions Status • Progress against Plan • Completed IA Reports 3. External Audit <ul style="list-style-type: none"> • Annual Audit Plan • Follow up Actions Status • Progress against Plan • Consider EA Reports 4. Risk Management <ul style="list-style-type: none"> • Quarterly Update Report • Progress update on development of Risk Management. 5. Performance Management <ul style="list-style-type: none"> • Quarterly Update Report • Ensure 'Data Integrity' is included in internal audit plan. 	<ol style="list-style-type: none"> 1. Internal Audit <ul style="list-style-type: none"> • Report on year • Follow up Actions Status • Progress against Plan • Completed IA Reports. 2. External Audit <ul style="list-style-type: none"> • Interim Audit work review. • Progress against Plan • Consider EA Reports. 3. Risk Management <ul style="list-style-type: none"> • Quarterly Update Report • Progress update on Development of Risk Management.. 4. Performance Management <ul style="list-style-type: none"> • Quarterly Update Report 5. Anti-Fraud & Corruption <ul style="list-style-type: none"> • Annual Review of Fraud Results across the Council. 6. Corporate Governance Arrangements <ul style="list-style-type: none"> • Review Statements of Control 	<ol style="list-style-type: none"> 1. Audit Committee <ul style="list-style-type: none"> • Self Review 2. Internal Audit <ul style="list-style-type: none"> • Private meeting • Follow up Actions Status • Progress against Plan • Completed IA Reports 3. External Audit <ul style="list-style-type: none"> • ISA260 Report • Private meeting • Progress against Plan • Consider EA Reports 4. Risk Management <ul style="list-style-type: none"> • Quarterly Update Report • Progress update on development of Risk Management. 5. Performance Management <ul style="list-style-type: none"> • Quarterly Update Report 6. Accounts <ul style="list-style-type: none"> • Review of audited annual accounts. 	<ol style="list-style-type: none"> 1. Audit Committee <ul style="list-style-type: none"> • Work and Training Plan • Terms of Reference reviewed to confirm ongoing appropriateness. Internal Audit <ul style="list-style-type: none"> • Ensure Fraud and 'Data Integrity' linked to Performance management system are included in audit plan development. • Follow up Actions Status • Progress against Plan • Completed IA Reports 2. External Audit <ul style="list-style-type: none"> • Annual Audit report. • Progress against Plan • Consider EA Reports 3. Risk Management <ul style="list-style-type: none"> • Quarterly Update Report • Progress update on Development of Risk Management.

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	<p>6. Anti-Fraud & Corruption</p> <ul style="list-style-type: none">• Annual report on National Fraud Initiative.• Review of Anti-Fraud and Corruption arrangements. <p>7. Accounts</p> <ul style="list-style-type: none">• Accounts Completion Work Plan review.	<p>7. Accounts</p> <ul style="list-style-type: none">• Review of un-audited accounts• Review progress of IFRS implementation and development of management information.		<p>4. Performance Management</p> <ul style="list-style-type: none">• Quarterly Update Report• Review Finalised Scorecards to be adopted by performance management system.• Discuss the implications of Best Value 2 within the Council. <p>5. Corporate Governance Arrangements</p> <ul style="list-style-type: none">• Annual Report on Corporate Governance• Consideration of Internal Control Statement.• Consider actions taken to Monitor relevant statutory and regulatory issues affecting Council.
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