

**Agenda Item 10  
Report Y166**

**Audit Committee Annual Agenda Plan**

Lead officer: Ian Smith, Director Finance and S151 Officer  
Democratic Services Officer: Tracy Couper

**Tuesday 16 July 2024 4:30pm**

Report deadline: 4pm Tuesday 2 July 2024

Agenda despatch: Thursday 4 July 2024

<b>Agenda Item</b>	<b>Report Author</b>
Chairman's Announcements	Chairman
Audit results report - Statement of Accounts 2022/23	External Audit
Draft Statement of Accounts 2023/24	Director Finance and S151 Officer
Draft Annual Governance Statement 2023/24	Chief Executive
Annual Information Governance Report	Director Legal
Internal Audit Annual Report & Opinion 2023/24	Internal Audit
Corporate Risk Management Monitoring Report	Director Finance and S151 Officer
Internal Audit Progress Report	Internal Audit
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer

**Tuesday 22 October 2024 4:30pm**

Report deadline: 4pm Tuesday 8 October 2024

Agenda despatch: Thursday 10 October 2024

<b>Agenda Item</b>	<b>Report Author</b>
Chairman's Announcements	Chairman
Annual Governance Statement – Final Draft	Chief Executive
External Audit – Audit Results Report 2023/24	External Audit
Statement of Accounts 2023/24	Director Finance and S151 Officer
Internal Audit Progress Report	Internal Audit
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer

**Monday 3 February 2025 4:30pm**

Report deadline: 4pm Monday 20 January 2025

Agenda despatch: Wednesday 22 January 2025

<b>Agenda Item</b>	<b>Report Author</b>
Chairman's Announcements	Chairman
Internal Audit Progress Report	Internal Audit
Corporate Risk Management Monitoring Report	Director Finance and S151 Officer
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer

**Tuesday 18 March 2025 4:30pm**

Report deadline: 4pm Tuesday 4 March 2025

Agenda despatch: Thursday 6 March 2025

<b>Agenda Item</b>	<b>Report Author</b>
Chairman's Announcements	Chairman
External Audit Plan	External Audit
Internal Audit Charter & Work Plan	Internal Audit
Audit Committee Annual Review	Director Finance and S151 Officer
Internal Audit Progress Report	Internal Audit
Actions taken by the Director Finance on the grounds of urgency (if any)	Democratic Services Officer
Forward Agenda Plan	Democratic Services Officer