

**AUDIT COMMITTEE  
ANNUAL AGENDA PLAN**

**AGENDA ITEM NO. 12**

**LEAD OFFICER(S): Ian Smith, Finance Manager & S151 Officer**

**DEMOCRATIC SERVICES OFFICER: Tracy Couper**

<b>Meeting: Monday 26 July 2021 4.30pm</b>		<b>Meeting: Monday 22 November 2021 4.30pm</b>		<b>Meeting: Monday 10 January 2022 4.30pm</b>	
Agenda Planning meeting:		Agenda Planning meeting:		Agenda Planning meeting:	
Pre-meeting briefing:		Pre-meeting briefing:		Pre-meeting briefing:	
<b>Report deadline: 4pm Wed 14 July 2021</b>		<b>Report deadline: 4pm Wed 10 November 2021</b>		<b>Report deadline: 4pm Wed 22 December 2021</b>	
Agenda despatch: Fri 16 July 2021		Agenda despatch: Friday 12 November 2021		Agenda despatch: Thurs 30 Dec 2021	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
Draft Annual Governance Statement	Internal Audit	Statement of Accounts	Finance Manager & S151 Officer	External Audit – Auditor's Annual Report	External Audit
Internal Audit Charter and Work Plan 2021/22	Internal Audit	External Audit – Audit Results Report	External Audit	Internal Audit Progress Report	Internal Audit
Internal Audit Annual Report & Opinion	Internal Audit	Annual Governance Statement	Chief Executive	Corporate Risk Management Policy Review & Monitoring Report	Finance Manager & S151 Officer
External Audit Progress Report	External Audit	Internal Audit Progress Report	Internal Audit	<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO
Risk Management Policy and Framework	Internal Audit	Public Sector Audit Appointments Limited (PSAA) – Appointment of External Audit	Finance Manager & S151 Officer	Forward Agenda Plan	DSO
Corporate Risk Management Monitoring Report	Internal Audit	External Audit – VFM Risk Assessment	External Audit		
<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Finance Manager on the grounds of urgency (if any)</i>	DSO		
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO		

Notes: 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked \*  
2. Agenda items in italics are provisional items / possible items for future meetings.

