

Appendix A - Analysis of Audit Committee Work Programme

Description	Report	Meeting 2023/24
Purposes:		
a. The Audit Committee is a key component of Nottingham City Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.	Annual Audit Committee Report, Audit Committee Improvement Plan	September, March
b. Provide independent assurance to those charged with governance of the adequacy of the risk management framework and the internal control environment.	External Audit reports, Annual Audit Committee Report, Annual Governance Statement updates and process (AGS) reports	July, September, November, February, March
c. Provide independent review of the Council's governance, risk management and control frameworks.	AGS, Risk Management & External Audit (EA) reports	July, September, November, February, March
d. Oversee the financial reporting and annual governance processes.	Statement of Accounts updates, Accounting Policies & AGS updates and process reports	June, July, September, November, February, March
e. Oversee internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.	Annual IA Plan and updates & EA Updates	July, September, November, February, March
f. Consider assurance of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment including emphasis on: <ul style="list-style-type: none"> • Governance risks around high level financial strategy and reserves • Governance risks connected to asset realisation • Governance of Capital Programme and projects • Value for Money and Delivering Objectives • Governance of linked incorporated bodies 	Statement of Accounts updates, EA Updates, TFN and IAB, Ombudsman, Companies, Assurance & Corporate Risk reports	June, July, September, November, February, March

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g. Oversee proposed and actual changes to the Council's policies and procedures pertaining to governance.	TFN and IAB, Companies Governance, Financial Controls Assessment, Financial Improvement Plan Update Interim AGS & Governance Updates connected to Action Plans	June, July, September, November, February, March
Objectives:		
Governance, Risk & Control		
a. Review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.	Annual Governance Statement	There were no AGS published during 2023/24 as no financial statements were drafted or finalised during the year. Multiple AGS reports should be brought in 2024/24
b. Review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account Internal Audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.	Annual Governance Statement	
c. Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.	Value for Money Report 2019-2023	March
d. Consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.	Assurance Reports (H&S, ITG, Complaints, HR)	June, November, March
e. Receive and consider the results of reports from external inspectors, Ombudsman and similar bodies and from statutory officers.	TFN and IAB, Complaints & LG Ombudsman,	June, July, November, February,
f. Monitor the effective development and operation of risk management in the Council.	Risk Management Reports	November

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g. Monitor progress in addressing risk-related issues reported to the committee.	TFN and IAB, Ofsted, Risk Management Updates, External Audit updates, Financial Controls Assessment, Financial improvement Plan update,	June, July, September, November, February, March
h. Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.	IA Progress Updates & Service presentations	June, September, November, February
i. Review the assessment of fraud risks and potential harm to the Council from fraud and corruption.	VFM report	March
j. Monitor the counter fraud strategy, actions and resources.	VFM Report	March
k. Review the governance and assurance arrangements for significant partnerships or collaborations, including the Partnership Governance Framework, annual health checks and the Register of Significant Partnerships.	East Midlands Shared Services Annual Report, IAB – Companies,	June, March
l. Commission work from internal and external audit.		Not applicable in 2023/24
m. Consider arrangements for and the merits of operating quality assurance and performance management processes.	Customer Experience, EMSS, IAB – Corporate Planning	November, March
n. Consider the exercise of officers' statutory responsibilities and of functions delegated to officers.	Annual Assurance reports Treasury Management reports,	July, November, February, March
o. Effectively scrutinise, review and monitor treasury management strategies and policies in accordance with guidance issued to local authorities, and make appropriate recommendations to the responsible body.	TM 2022/23 Annual Report, TM Strategy and Capital Strategy, TM Half-Yearly update	July, November, February
p. Consider any appeals made by an employee against decisions made by the Appointments and Conditions of Service Committee relating to a grievance made against the Chief Executive. Members involved in considering these will not be able to participate in any further consideration of the matter at other committees.		Not applicable in 2023/24
Financial Reporting		

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q. Review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.	Statement of Accounts updates Review of Accounting Policies 2023/24	June, July, September, November, February, March
r. Consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.	Value for Money 2019-23	March
s. Approve the Council's Statement of Accounts and associated governance and accounting policy documents	Review of Accounting Policies 2023/24	February
External Audit		
t. Support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA or the authority's auditor panel as appropriate.	Retender of External Audit for 2023/24 to 2027/28	Reported November 2021
u. Consider the external auditor's annual letter, relevant reports and the report to those charged with governance.	VFM report	March
v. Consider specific reports as agreed with the external auditor.	Financial Controls Assessment	June
w. Comment on the scope and depth of external audit work and to ensure it gives value for money.	External Audit reports	July, September, February, March
x. Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.	Annual Audit Committee Report	September
Internal Audit		
y. Undertake the duties of the Board mandated by PSIAS as identified in Appendix 2.	PSIAS duties are listed below	
z. Consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services, and the head of internal audit's annual report.	IA Progress and No Assurance Reports	September, February
aa. Consider summaries of specific internal audit reports as requested.	IA No Assurance Reports	September, February

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PSIAS Duty of the Board		
1000 Approve the Internal Audit Charter	IA Progress Updates	February (confirms charter remains in place)
1110 Approve the risk-based internal audit plan, including internal audit's resource requirements, including any significant changes, the approach to using other sources of assurance and any work required to place reliance upon those other sources.	Internal Audit Progress Update	September
1110 Approve decisions relating to the appointment and removal of the Chief Audit Executive		Not applicable for 2023/24
1110 Receive an annual confirmation from the Chief Audit Executive with regard to the organisational independence of the internal audit activity		
1110 Make appropriate enquiries of the management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations	Internal Audit Progress updates	September, February
1110 The Chair to provide feedback for the Chief Audit Executive's performance appraisal	Annual Audit Committee Report	September
1111 Provide free and unfettered access to the Audit Committee Chair for the head of internal audit, including the opportunity for a private meeting with the committee.		Informal meetings throughout the year
1112 Consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the head of internal audit. To approve and periodically review safeguards to limit such impairments.		Not applicable for 2023/24
1130 Approve significant additional consulting services agreed during the year and not already included in the audit plan, before the engagement is accepted	Internal Audit Progress Update	September, November
1312 Contribute to the QAIP and in particular, to oversee the external quality assessment of internal audit that takes place at least once every five years.	Internal Audit Progress Update	September
1320 Receive the results of the Quality Assurance and Improvement Programme from the Chief Audit Executive	Internal Audit Progress Update	September
2020 & 2030 Receive communications from the Chief Audit Executive on internal audit's audit plan and resource requirements including the approach to using other sources of assurance, the impact of any resource limitations and other matters	Internal Audit Progress Update	September, February

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2060 Receive communications from the Chief Audit Executive on the internal audit activity's purpose, authority, responsibility and performance relative to its plan. Reporting must also include significant risk exposures and control issues, including fraud risks, governance issues and other matters needed or requested by senior management and the board.	Internal Audit Progress Update	September
2600 Receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.	Internal Audit Progress Report	September, February