

## GMCA Audit Committee – Work Programme 22/23

**22 April 2022**

### Standing Items

1	Apologies	Governance	1 mins
2	Chairs Announcements and Urgent Business	Chair	2 mins
3	Declarations of Interest	Governance	2 mins
4	Minutes of the previous Audit Committee meeting	Governance	5 mins
5	Minutes from the Joint Audit Panel	Governance	5 mins
6	Annual report of the Audit Committee	Chair	10 mins

### Risk and Assurance

7	Review of Corporate Risk Register	Head of Audit and Assurance	10 mins
21	<b>PART B: Risk Deep Dive – Cyber/IT Security</b>	Risk Owner	20 mins

### Internal Audit and Counter Fraud

9	Internal Audit Progress Report	Head of Audit and Assurance	15 mins
10	Audit Action Tracking	Head of Audit and Assurance	10 mins
11	Historic Audit Actions	GMCA Officer(s)	5 mins
12	Review of effectiveness of Internal Audit	Treasurer	10 mins
13	Internal Audit Plan 22/23	Head of Audit and Assurance	10 mins
14	Review of Internal Audit Charter	Head of Audit and Assurance	5 mins
22	<b>PART B: Annual Whistleblowing and Fraud Report</b>	Head of Audit and Assurance	10 mins
15	Counter Fraud Strategy	Head of Audit and Assurance	10 mins

### Financial Reporting

16	Accounting Policies and Critical Judgements	Treasurer	10 mins

### External Audit

17	External Audit Progress Report	External Audit	10 mins
18	Value for Money Report	External Audit	20 mins

### Forward planning

19	Audit Committee Work Programme	Chair	5 mins
20	Date and time of next meeting	Governance	

## **Xx June 2022 – AGM & Draft Accounts**

### **\*\*\* PRIOR TO PUBLIC MEETING - PRIVATE MEETING WITH INTERNAL AND EXTERNAL AUDITORS**

#### **Standing Items**

1	Apologies	Governance	1 mins
2	Appointment of Chair	Chair	5 mins
3	Chairs Announcements and Urgent Business	Chair	2 mins
4	Annual Declarations of Interest	Governance	2 mins
5	Minutes of the previous Audit Committee Meeting	Governance	5 mins
6	Minutes from the Joint Audit Panel	Governance	5 mins
7	Review of Audit Committee Terms of Reference	Chair	10 mins

#### **Risk and Assurance**

8	Review of Corporate Risk Register	Head of Audit and Assurance	10 mins
20	<b>PART B: Risk Deep Dive (TBC)</b>	Risk Owner	20 mins

#### **Internal Audit and Counter Fraud**

9	Internal Audit Progress Report	Head of Audit and Assurance	10 mins
10	Audit Action Tracking	Head of Audit and Assurance	10 mins
11	Historic Audit Actions	GMCA Officer(s)	5 mins
12	Internal Audit Annual Opinion	Head of Audit and Assurance	15 mins
13	Internal Audit Plan 22/23	Head of Audit and Assurance	10 mins

#### **Financial Reporting**

14	Draft Annual Governance Statement		
15	Unaudited Draft Statement of Accounts		
16	Treasury Management Annual Report	Treasurer	10 mins

#### **External Audit**

17	External Audit Progress Report	External Audit	10 mins

#### **Forward planning**

18	Audit Committee Work Programme	Chair	5 mins
19	Date and time of next meeting	Governance	

**For Reference: Agenda items and schedule of business, as per Audit Committee Terms of Reference**

Agenda Item	January	April	June (AGM & Draft Accounts)	TBC (Final Accounts)	October	Lead
<b>Statutory and Corporate Governance</b>						
Appointment of Chair			✓			Members
Confirmation of Membership			✓			Chair
Annual Declarations of Interest			✓			Chair
Declarations of Interest	✓	✓	✓	✓	✓	Chair
Minutes of previous meeting	✓	✓	✓	✓	✓	Chair
Minutes of Joint Audit Panel	✓	✓	✓		✓	Chair
Annual report of the Joint Audit Panel			✓			Chair
Annual Governance Statement (Draft)			✓			Treasurer and Monitoring Officer
Annual Governance Statement (Final)				✓		Treasurer and Monitoring Officer
Unaudited Draft Statement of Accounts			✓			Treasurer
Final Audited Statement of Accounts				✓		Treasurer
Review of Audit Committee Terms of Reference			✓			Chair
Audit Committee Work Programme	✓	✓	✓	✓	✓	Chair / Head of Audit and Assurance
Private meeting with Internal Auditors			✓			Chair / Head of Audit and Assurance
Private meeting with External Auditors			✓			Chair / External Audit
Annual report of Audit Committee		✓				Chair

Agenda Item	January	April	June (AGM & Draft Accounts)	TBC (Final Accounts)	October	Lead
<b>Risk Management</b>						
Corporate Risk Register full review (Part B)	✓					GMCA Officers
Corporate Risk Register update		✓	✓		✓	GMCA Officers
Risk deep-dives (Part B)	✓	✓			✓	Risk owners
<b>Internal Audit and Counter Fraud</b>						
Internal Audit Plan		✓				Head of Audit and Assurance
Review and update of Internal Audit Charter		✓				Head of Audit and Assurance
Internal Audit Progress Report	✓	✓	✓		✓	Head of Audit and Assurance
Internal Audit Opinion and Annual Report			✓			Head of Audit and Assurance
Audit Action Tracking	✓	✓	✓		✓	Head of Audit and Assurance
Historic Audit Actions	✓	✓	✓		✓	GMCA Officer(s)
Review of Effectiveness of Internal Audit		✓				Treasurer
Counter Fraud Strategy and Plan		✓				Treasurer and Head of Audit and Assurance
Annual Fraud and Whistleblowing Report (Part B)		✓				Treasurer and Head of Audit and Assurance
<b>External Audit</b>						

Agenda Item	January	April	June (AGM & Draft Accounts)	TBC (Final Accounts)	October	Lead
Audit Strategy Memorandum	✓					External Audit
Annual Audit Letter				✓		External Audit
Value for Money Report		✓				
External Auditor Enquiry Letters Draft Responses			✓			Treasurer, Chair
External Audit Progress Report		✓	✓	✓		External Audit
Final Statement of Accounts – Report of the External Auditor				✓		External Audit
<b>Financial Reporting</b>						
GMCA Treasury Management Annual Report			✓			Treasurer
Accounting policies and critical judgements		✓				Treasurer
Treasury Management Strategy	✓					Treasurer