

GMCA AUDIT COMMITTEE – WORK PROGRAMME 22/23

19 October 2022

Standing Items

1	Apologies	Governance	1 min
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 of the Joint Audit Panel	Governance	2 mins
6	Constitution and governance update	Treasurer and Monitoring Officer	

Risk and Assurance

7	Risk Management Update	Head of Audit and Assurance	15 mins
8	Risk deep dive - Transport	GM/Mayor	30 mins
9	Reviewing the effectiveness of the GMCA Audit Committee	Questionnaire from Head of Audit and Assurance	

Internal Audit and Counter Fraud

10	Internal Audit Progress Report	Head of Audit and Assurance	15 mins
11	Audit Action Tracking	Head of Audit and Assurance	10 mins

Financial Reporting

12	Assessment of Going Concern	Treasurer	

External Audit

13	External Audit Progress Report	External Audit	
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Forward planning

14	Audit Committee Work Programme	Chair	5 mins
15	Date and time of next meeting	Governance	

November 2022

Private session with External Auditors following the meeting.

Standing Items

1	Apologies	Governance	1 min
2	Chairs Announcements and Urgent Business	Chair	2 mins
3	Declarations of Interest	Governance	2 mins
4	Minutes of the last meeting	Governance	5 mins
5	Minutes of the Joint Audit Panel	Governance	2 mins
6	Annual Governance Statement (final)	Governance	10 mins

Risk and Assurance

7	Risk Management Update	Head of Audit and Assurance	
8	Risk Deep Dives - Grants	Head of Audit and Assurance	

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

Financial Reporting

11	Treasury Management Strategy	Treasurer	10 mins
	Final Audited Statement of Accounts	Treasurer	

	Letter of representation	Treasurer	

External Audit

12	External Audit Progress Report	External Audit	15 mins
	Final Statement of Accounts – report of the External Auditors	External Audit	
	External Audit Progress Report External Audit	External Audit	
	Annual Audit Letters	External Audit	

Forward planning

13	Audit Committee Work Programme	Chair	5 mins
14	Date and time of next meeting	Governance	

25 January 2023

Standing Items

1	Apologies	Governance	1 min
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

Risk and Assurance

6	Risk Management Update	Head of Audit and Assurance	10 mins
7	Risk Deep Dive	Risk Owner	20 mins
	Full review of Corporate Risk Register (part B)	Head of Audit and Assurance	

Internal Audit and Counter Fraud

8	Internal Audit Progress Report	Head of Audit and Assurance	15 mins
9	Audit Action Tracking	Head of Audit and Assurance	10 mins
10	Planning for the 2022/23 Audit Opinion	Chief Executive	

Financial Reporting

13	Treasury Management Strategy	Treasurer	
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External Audit

14	External Audit Progress Report	External Audit	10 mins
15	Audit Strategy Memorandum	External Audit	10 mins

Forward planning

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

15 March 2023

Standing Items

1	Apologies	Governance	1 min
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	Audit Committee Effectiveness	Head of Audit and Assurance / Chair	10 mins

Risk and Assurance

7	Risk Management Update	Head of Audit and Assurance	10 mins
8	Risk Deep Dive	Head of Audit and Assurance	30 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	Review of effectiveness of Internal Audit	Treasurer	10 mins
12	Internal Audit Plan 23/24	Head of Audit and Assurance	10 mins
13	Review of Internal Audit Charter	Head of Audit and Assurance	5 mins
14	PART B: Annual Whistleblowing and Fraud Report	Head of Audit and Assurance	10 mins

15	Counter Fraud Strategy and Plan	Head of Audit and Assurance	10 mins
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Financial Reporting

16	Accounting Policies and Critical Judgements	Treasurer	10 mins
17	Treasury Management Practices	Treasurer	

External Audit

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

Forward planning

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

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

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
Statutory and Corporate Governance						
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

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
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

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
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
Risk Management						
Corporate Risk Register full review (Part B)				✓		GMCA Officers

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
Corporate Risk Register update	✓	✓			✓	GMCA Officers
Risk deep-dives		✓		✓	✓	Risk owners
Internal Audit and Counter Fraud						
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

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
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
External Audit						
Audit Strategy Memorandum				✓		External Audit

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
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
Financial Reporting						
GMCA Treasury Management Annual Report	✓					Treasurer

Agenda Item	June (AGM & Draft Accounts)	October	November (Final Accounts)	January	March	Lead
Accounting policies and critical judgements					✓	Treasurer
Treasury Management Strategy				✓		Treasurer