

## **Audit Committee Forward Plan**

*Assistant Director: Donna Parham, Finance and Corporate Services*  
*Lead Officer: Becky Sanders, Democratic Services Officer*  
*Contact Details: becky.sanders@southsomerset.gov.uk or 01935 462596*

### **Purpose of the Report**

This report informs Members of the agreed Audit Committee Forward Plan.

### **Recommendation**

Members are asked to comment upon and note the proposed Audit Committee Forward Plan as attached.

### **Audit Committee Forward Plan**

The forward plan sets out items and issues to be discussed over the coming few months and is reviewed annually.

Items marked in italics are not yet confirmed.

***Background Papers:***      *None*

---

## Audit Committee – Forward Plan

Committee Date	Item	Responsible Officer
26 Jul '16	<ul style="list-style-type: none"> <li>• Approve Annual Statement of Accounts</li> <li>• Approve Summary of Accounts</li> <li>• External Audit - Annual Governance Report</li> <li>• External Audit – VFM Conclusion</li> </ul>	Karen Gubbins Karen Gubbins Donna Parham Donna Parham
25 Aug '16	<ul style="list-style-type: none"> <li>• Treasury Management – First Quarter monitoring report</li> <li>• Internal Audit – First Quarter Update</li> <li>• Draft Policy for Management of Information Requests</li> <li>• Debt Write Offs Report</li> <li>• E:Procurement</li> <li>• Risk Management Update/Procurement Strategy Update</li> </ul>	Karen Gubbins  Moya Moore Zac Tredger / Lynda Creek Donna Parham Gary Russ Gary Russ
29 Sep '16	<ul style="list-style-type: none"> <li>• Treasury Management Practices</li> <li>• Register of staff interests – annual review</li> </ul>	Karen Gubbins Ian Clarke
27 Oct '16	<ul style="list-style-type: none"> <li>• Mid-year review of Treasury Strategy – <b>Needs to go on to Full Council</b></li> </ul>	Karen Gubbins
24 Nov '16	<ul style="list-style-type: none"> <li>• Treasury Management – Second Quarter monitoring report</li> <li>• Internal Audit – second Quarter update</li> <li>• Annual Audit Letter</li> <li>• Property Services Update on Audit Action Report</li> </ul>	Karen Gubbins  Moya Moore Donna Parham Garry Green