

## Corporate Affairs and Audit Committee

Scheduled date	Items	from	Notes
<b>30 June 2016</b>	Balanced Scorecards revised format	P and P	Report will set out how the process has been revised and demonstrate how it will be used to deliver assurance about the performance of the Council
	Council Improvement Plan (CIP) – initial report	P and P	Initial report outlining the rationale for creation of the plan, the Executive decision to commission Deloitte to review content and oversee delivery and progress to date
	Programme and Project Management (PPM) Framework	P and P	PPM was identified as an improvement action in the CIP. Report will outline progress to date in improvement work and set out the framework that has been created to provide improved governance.
	Draft Statement of Accounts	Finance	
	Annual Governance Statement	Finance	
	External Auditors planning report for the Council's accounts	External Audit	
	Certification of claims and returns – annual report	External Audit	
	Annual plan update and draft plan for 16/17	Internal Audit Internal Audit	
Annual review of Internal Audit			
<b>28 July 2016</b>	Council Improvement Plan update report	P and P	Report will be brought forward following completion of phases 1 and 2 of Deloitte's commissioned work to analyse the content of the plan and will outline the recommendations Deloitte have made
	Risk Improvement	P and P	Identified in the Council

	Plan		improvement plan – plan sets out steps to be taken to improve and embed risk management in the organisation
<b>29 September 2016</b>	Council Improvement Plan – first quarterly update  Value for Money Report  ISA260 report  Statement of Accounts  Internal Audit progress report	P and P  External Audit  External Audit  Finance  Internal audit	Update report on implementation of actions within the improvement plan and benefits achieved / to be achieved as a result.  First available meeting after the quarter ends (please note the report was due to go in August)
<b>8 December 2016</b>	Business Continuity annual report  Risk update and Strategic Risk Register  Internal Audit plan progress report	P and P  P and P  Internal Audit	Report will summarise the findings of the annual review, report findings on tests of business continuity plans by departments and provide an overall position statement in relation to business continuity  Update on implementation of the improvement plan and submission of the Strategic Risk Register (will be quarterly after this)
<b>9 February 2017</b>	Second Council improvement Plan quarterly update  Annual Management Letter  Local Council Tax Support scheme	P and P  External Audit  Finance (Benefits Manager)	

<b>9 March 2017</b>	Risk update and Strategic Risk Register	P and P	Update on implementation of the improvement plan and submission of the Strategic Risk Register (will be quarterly after this)
	Diversity policies update	P and P	Update report on the Council's approach to diversity policies – 3 of the 4 policies are due for review in April 2017.
	Draft Annual Internal Audit Plan	Internal Audit	
	Internal Audit progress report	Internal Audit	