

REIGATE AND BANSTEAD BOROUGH COUNCIL:

AUDIT COMMITTEE

Date of issue: 04 March 2022



| Report Author(s) | Lead Member(s) | Officer sign off | Subject | O&S | Executive | Council | Open / Exempt | Key |
|---|---|----------------------------------|--|-----|-----------|---------|---------------|-----|
| 14 June 2022 | | | | | | | | |
| <i>Pat Main, Interim Head of Finance</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Draft Annual Governance Statement 2021/22 To review the Draft Annual Governance Statement | | | | Open | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Annual Internal audit report and opinion 2021/22 To consider the audit report opinion for 2021/22. | | | | Open | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Internal audit 2021/22 – Quarter 4 progress report To consider progress in Q4 against delivery of the 2021/22 internal audit plan. | | | | Open | |
| <i>Luke Harvey, Project &</i> | Portfolio Holder for Corporate | Head of Projects and Performance | Risk Management – Quarter 4 2021/22 | | | | Open | |

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|---|---|--|---|-----|-------------|---------|---------------|-----|
| <i>Performance Team Leader</i> | Policy and Resources | | To note the Quarter 4 2021/22 update on risk management provided by the report and associated annexes and make any observations to the Executive. | | | | | |
| <i>Pat Main, Interim Head of Finance</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | External Audit Plan 2022/23 To note the External Audit Plan for 2022/23. | | | | Open | |
| 6 September 2022 | | | | | | | | |
| <i>Pat Main, Interim Head of Finance and Assets</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance Interim Head of Finance | Treasury Management Outturn 2021/22 To report to members the performance of the Treasury function in the financial year 2020/21 | | 16 Sep 2021 | | Open | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Internal audit 2022/23 – Quarter 1 progress report To consider progress in Q1 against delivery of the 2022/23 internal audit plan. | | | | Open | |
| <i>Luke Harvey,</i> | Portfolio Holder | Head of Projects | Risk Management – Quarter 1 | | | | Open | |

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| <i>Project & Performance Team Leader</i> | for Corporate Policy and Resources | and Performance | 2022/23 To note the Quarter 1 2022/23 update on risk management provided by the report and associated annexes and make any observations to the Executive. | | | | | |
| 6 December 2022 | | | | | | | | |
| <i>Pat Main, Interim Head of Finance and Assets, Nicola Pettett, Group Accountant</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Treasury Management Mid-Year Report 2022/23 To consider the Treasury Management Mid-Year Report 2021/22. | | | | Open | KEY |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Internal audit 2022/23 – Quarter 2 progress report To consider progress in Q2 against delivery of the 2022/23 internal audit plan. | | | | Open | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Portfolio Holder for Corporate Policy and Resources | Head of Projects and Performance | Risk Management – Quarter 2 2022/23 To note the Quarter 2 2022/23 update on risk management provided by the report and associated annexes and make any | | | | Open | |

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| | | | observations to the Executive. | | | | | |
| <i>Alex Vine Electoral and Democratic Services Manager</i> | Portfolio Holder for Corporate Governance | Commercial and Investment Director | Update of the Code of Corporate Governance To adopt the updated Code of Corporate Governance. | | | | | |
| 14 March 2023 | | | | | | | | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Portfolio Holder for Corporate Policy and Resources | Head of Corporate Policy | Risk Management – Quarter 3 2022/23 To note the Quarter 3 2022/23 update on risk management provided by the report and associated annexes and make any observations to the Executive. | | | | Open | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Portfolio Holder for Corporate Policy and Resources | Head of Corporate Policy | Strategic Risks – 2023/24 To consider the strategic risks for the Council in 2022/23. | | | | Open | |
| <i>Luke Harvey, Project & Performance Team Leader</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Internal audit 2022/23 – Quarter 3 progress report To consider progress in Q3 against delivery of the 2022/23 internal audit plan. | | | | Open | |

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| <i>Luke Harvey, Project & Performance Team Leader</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Internal audit plan 2023/24- and Charter 2023/24 To approve the internal audit plan for 2023/24 and Charter 2023/24. | | | | Open | |
| <i>Pat Main, Interim Head of Finance and Assets</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Treasury Management Strategy 2023/24 To consider the Treasury Management Strategy 2023/24. | | | | Open | KEY |
| <i>Liane Dell - Democratic Services Officers</i> | Portfolio Holder for Corporate Policy and Resources | Head of Legal and Governance | Audit Committee Annual report 2022/23 and Forward Work Programme 2023/24 To consider the Audit Committee's Annual Report and forward work programme for 2023/24 | | | | Open | |
| June 2023 – note other items will be added to this meeting | | | | | | | | |
| <i>Pat Main, Interim Head of Finance</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Annual Governance Statement 2022/23 – draft To review the final Annual Governance Statement. | | | | Open | |
| Meeting Date TBC for 2020/21 reports | | | | | | | | |
| <i>Pat Main, Interim</i> | Deputy Leader | Interim Head of | Final Annual Governance | | | | Open | |

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| <i>Head of Finance and Assets</i> | and Portfolio Holder for Finance and Governance | Finance | Statement 2020/21 To consider the Final Annual Governance Statement 2020/21 | | | | | |
| <i>Pat Main, Interim Head of Finance and Assets</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Audited Statement of Accounts 2020/21 To consider the Audited Statement of Accounts 2020/21 | | | | Open | |
| <i>Pat Main, Interim Head of Finance and Assets</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | External Auditor Report (ISA 260) 2020/21 This report, from the Council's external auditors, summarises conclusions and significant issues arising from the audit of the 2020/21 Annual Financial Report. | | | | | |
| Meeting Date TBC for 2021/22 reports | | | | | | | | |
| <i>Pat Main, Interim Head of Finance and Assets</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Final Annual Governance Statement 2021/22 To consider the Final Annual Governance Statement 2021/22 | | | | Open | |
| <i>Pat Main, Interim Head of Finance and Assets</i> | Deputy Leader and Portfolio Holder for Finance and Governance | Interim Head of Finance | Audited Statement of Accounts 2021/22 To consider the Audited Statement of Accounts 2021/22 | | | | Open | |
| <i>Pat Main, Interim Head of Finance</i> | Deputy Leader and Portfolio | Interim Head of Finance | External Auditor Report (ISA 260) 2021/22 | | | | | |

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| <i>and Assets</i> | Holder for Finance and Governance | | This report, from the Council's external auditors, summarises conclusions and significant issues arising from the audit of the 2021/22 Annual Financial Report. | | | | | |

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