

Audit and Standards Work Programme 2021-22

| Date | Item | Author |
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| | | |
| 23 September 2021 | Strategic Risk Management | Helen Molteno (Corporate Risk Manager) |
| | Annual Internal Audit Opinion Report | Linda Hunter (Senior Finance Manager) |
| | Annual Governance Statement | Gillian Duckworth (Director of Legal & Governance) |
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| 21 October 2021 | Final Accounts Audit Progress | Ernst and Young (External Auditor) |
| | Progress on High Opinion Audit Reports | Linda Hunter (Senior Finance Manager) |
| | Annual Ombudsman Report | Corleen Bygraves-Paul (Service Delivery Manager) |
| | National scheme for local auditor appointments from April 2023 | Dave Phillips (Head of Strategic Finance) |
| | Work Programme | Gillian Duckworth (Director of Legal and Governance) |
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| 16 December 2021 | Statement of Accounts 20/21 | Dave Phillips (Head of Strategic Finance) |
| | Education Healthcare Plan Update | Andrew Jones (Director of Education and Skills) |
| | Report of those Charged with Governance (ISA 260) | (External Auditor) Ernst & Young |
| | Whistleblowing Policy Review | Claire Corneile (Head of HR) |
| | Work Programme | Gillian Duckworth (Director of Legal and Governance) |
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| 20 January 2022 | Formal Response to Audit (ISA 260) Recommendations | Dave Phillips (Head of Strategic Finance) |

Audit and Standards Work Programme 2021-22

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| | Annual Audit Letter 2020/21 | Ernst and Young (External Auditor) |
| | Review of Members' Code of Conduct | Gillian Duckworth (Director of Legal and Governance) |
| | Review of Standards Complaints Procedure | Gillian Duckworth (Director of Legal and Governance) |
| | Annual Standards Report | Gillian Duckworth (Director of Legal and Governance) |
| | Work Programme | Gillian Duckworth (Director of Legal and Governance) |
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| 24 February 2022 | (Additional meeting if required) | |
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| 24 March 2022 | (Additional meeting if required) | |
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| 28 April 2022 | Internal Audit Plan 2022/23 | Linda Hunter (Senior Finance Manager) |
| | Progress in High Opinion Reports | Linda Hunter (Senior Finance Manager) |
| | Strategic Risk Reporting | Helen Molteno (Corporate Risk Manager) |
| | Compliance with International Auditing Standards | Dave Phillips (Head of Strategic Finance) |
| | Certification of Claims and Returns Annual Report 2020/21 | External Auditor (EY) |
| | External Audit Plan 2021/22 | External Auditor (EY) |
| | Annual Audit Fee Letter 2021/22 | External Auditor (EY) |
| | Work Programme | Gillian Duckworth (Director of Legal and Governance) |
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Audit and Standards Work Programme 2021-22

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| June 2022 | Audit Training | External Facilitator (Gary Bandy) |
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| 16 June 2022 | Summary of Statement of Accounts | Dave Phillips (Head of Strategic Finance) |
| | Internal Audit Annual Fraud Report | Linda Hunter (Senior Finance Manager) |
| | Work Programme | Gillian Duckworth (Director of Legal and Governance) |
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| 21 July 2022 | Work Programme | Gillian Duckworth (Director of Legal and Governance) |

IMPORTANT INFORMATION FOR REPORT WRITERS

The Audit and Standards Committee provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Sheffield City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

The Committee also cover Standards and is primarily responsible for promoting and maintaining high standards of conduct by councillors, independent members, and co-opted members. It is responsible for advising and arranging relevant training for members relating to the requirements of the code of conduct for councillors. The Committee also monitor the Council's complaints process and the Council's response to complaints to the Ombudsman.

The Committee is not an operational committee, so is not focussed on the day to day running of your service. However, its focus is on risk management and governance, so it will want to understand how you manage your key risks, and how you are responding to new challenges and developments. In particular the Committee will be interested in the progress on implementing agreed recommendations from inspection and audit reports and will want to review your services' outputs and actions in response. You can expect some challenge if deadlines for implementing agreed actions have been missed. Please ensure

Audit and Standards Work Programme 2021-22

breakdowns of information are included in your report, as the Committee is interested in the key facts and figures behind areas.

Most Audit and Standards papers are public documents, so use everyday language, and use plain English, don't use acronyms, or jargon and explain any technical terms. Assume the reader knows little about your subject.

Think about how the paper will be interpreted by those who read it including the media.

Use standard format - don't subvert it.

Ensure – You convey the key message in the first paragraph not the last.

The report should include –

- **Summary**
- **Recommendation (s)**
- **Introduction**
- **Background**
- **Main body of the report (in. legal, financial and all other relevant implications)**

(report templates are available from Democratic Services)