

AUDIT COMMITTEE CORE WORK PROGRAMME 2021/22

MONTH	AUDIT COMMITTEE MEETING	AUDIT COMMITTEE WORK
April		Preparation of Audit Committee Annual Report Complete the NIAO Audit Committee Self-Assessment Checklist
May/June	<p>Review and consider the draft annual report and accounts and the draft External Audit management letter (if available)</p> <p>Consider final progress report from Internal Audit</p> <p>Consider Internal Audit Annual Report and Opinion for the financial year just ended.</p> <p>Approve the Internal Audit annual audit plan.</p> <p>Agree the Audit Committee's annual report to the Board and Accounting Officer.</p> <p>Opportunity at end of meeting to speak to Auditors in absence of Trust staff.</p> <p>Consider the Committee's own effectiveness in its work</p> <p>Review of Audit Committee Terms of Effectiveness</p>	Closed meeting of the Committee (held post Audit Committee meeting)
June	<p>Single item agenda to approve the accounts (including Charitable Funds)</p> <p>Advise the Accounting Officer on the Audit Committees opinion whether the Annual Accounts and Governance Statement should be signed</p>	CE in attendance Prepare schedule of dates for meetings in the incoming year
July		
August		
September		

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October	<p>Consider mid-year report and progress report from Internal Audit</p> <p>Consider Mid-year Assurance Statement</p> <p>Consider the Final External Audit management letter for the previous year and any emerging findings from any current interim / in-year work of External Audit.</p> <p>Consider any residual actions arising from the previous year's work of both internal and external audit.</p>	<p>Closed meeting of the Committee (held post Audit Committee meeting)</p>
November		
December	<p>Consider progress report from Internal Audit</p> <p>Receive Annual Report of the Procurement Board</p>	
January		
February	<p>Approve External Audit Plan</p> <p>Consider Internal Audit Progress Report</p> <p>Initial consideration of Internal Audit Plan for new year</p> <p>Consider the Declaration of Interests Register</p>	<p>Assurance Framework and Corporate Risk Register – <i>for information, to assist in ensuring Internal Audit Plan is aligned with Assurance Framework and is sufficiently risk-based</i></p> <p>Internal Audit Meetings with the Chairman of Audit Committee, Director of Finance & Estates, Director of HR & CA and relevant Assistant Directors and other relevant parties regarding the draft Internal Audit Plan</p> <p>Bilateral meeting between the Audit Committee Chairman and Chairman of the Trust Board</p> <p>Audit Committee Training Needs analysis and assessment of skills mix.</p> <p>Bilateral meeting between the Audit Committee Chairman and both Internal & External Audit (pre Audit Committee meeting)</p>

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March		