

AUDIT COMMITTEE

DRAFT WORK PLAN AS OF NOVEMBER 2014

Agenda Item/Issue	Sept	Dec	March	May Accounts	July
ND = Not discussed					
Finance Governance – Michael Ash-McMahon					
Draft Accounts Preparation Plan and Timetable		X			
Year End Update			X		
Review of Annual Accounts and Financial Statements, AGS and Annual Report				X	
Review of Losses and Special Payments	X	X	X	X	X
Update and Assurance on key financial policies	X	X	X	X	X
Review risks and controls around financial management		X			X
Corporate Governance – Rachel Potts					
Update and assurance – review other reports and policies as appropriate	X	X	X	X	X
Review the risk management system		X			
Review Audit Committee Annual Report	X				
Review Audit Committee Effectiveness		X			
Note business of other committees review inter-relationships	X	X	X		X
Review assurance from other committees and PCU and CSU	X	X	X		X
Review Assurance Framework	X		X		X
Review the quality account/report					X
Review whistle blowing arrangements		X			
Information Governance – Rachel Potts					
Update and assurance reports	X		X		
Note business of the IG steering group meeting	X	X	X		X
External Audit					
Agree external audit plans fees		X			
Review the effectiveness of external audit	X				
Review external audit progress reports	X	X	X	X	X
Audit Completion Report				X	
Receive/consider the external auditor's annual audit letter					X

Agenda Item/Issue	Sept	Dec	March	May Accounts	July
ND = Not discussed					
Audit Strategy Memorandum			X		
Internal Audit					
Approval of Internal Audit Plan			X		
Internal Audit Periodic Report	X	X	X	X	X
Receipt of Internal Audit Annual Report and Head of Audit Opinion in support of the AGS			X	X	
Internal Audit Reports – within Periodic Report	X	X	X		X
Audit Recommendations Status Report	X	X	X	X	X
Annual review of the effectiveness of internal audit		X			
Counter Fraud					
Review and approve the annual work plan for counter fraud and security activity			X		
Review counter fraud progress reports	X	X	X		X
Counter Fraud Annual Report				X	
Review the organisation's annual self-review against NHS Protect's standards				X	
Review the effectiveness of those carrying out counter fraud and security activity		X			
Other activities					
Plan how to discharge the committee's duties		X			
Self-assess the committee's effectiveness		X			
Review Audit Committee Terms of Reference		X			
Produce the annual committee report			X		
Private discussions with external and internal auditors (and counter fraud specialists)*	X	X	X	X	X
Briefing/ update sessions	X			X	
Key Messages to the Governing Body	X	X	X	X	X

Minutes to be presented as standing items:

- Quality and Finance Committee
- Information Governance Steering Group
- North Yorkshire Audit Service

* Meetings to be held with External and Internal Audit only, followed by the regular meeting