



AUDIT COMMITTEE WORK PLAN 2023/24

Contact Officer:	Farhana Zia Democratic Services
Email:	farhana.zia@towerhamlets.gov.uk
Telephone:	020 7364 0842
Website:	www.towerhamlets.gov.uk/committee
Last updated:	18 th May 2023

AUDIT COMMITTEE WORK PLAN 2023/24

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
23RD MAY 2023	Audit Committee Training		
	Informal meeting to explain the Financial Accounts and outstanding audits	Tim Harlock/ Caroline Holland/Nisar Visram	
30TH MAY 2023			
1. Appointment of Vice-Chair	Appointment of the vice-chair for municipal year 2022-23.	Audit Committee	
2. Terms of Reference	Terms of reference 2022/23 to be approved by the Committee.	Farhana Zia/ David Dobbs	
3. Deloitte (the Council's appointed external auditor)	Standing Item	Jonathan Gooding/Angus Fish	
4. Management letters of representation to the external auditor.		John Harrison/ Tim Harlock/Caroline Holland	
5. Statement of Accounts for 2018/19 & 2019/20		Nisar Visram/ John Harrison/ Tim Harlock	
6. Annual Internal Audit and Counter-Fraud Strategy & Plan 2023/24 (Annual Report)	An update on the progress against the delivery of the 2022/23 Annual Internal Plan. Highlights any significant issues since the last report to the Audit Committee.	David Dobbs	
7. Internal Audit and Anti-Fraud update 2023/24 Q1 Progress update	An update on the progress against the delivery of the 2023/24 Annual Internal Plan. Highlights any significant issues since the last report to the Audit Committee.	David Dobbs	
8. Risk Management Report 2023-24 – Progress update & Resources Directorate Risk Register	An update on risks in the Corporate Risk Register.	David Dobbs	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
9. Audit Committee Work Plan	Review and agree items on the work plan for the Committee.	Audit Committee Members	
11TH JULY 2023	Audit Committee Training		
	Overview of the role of the Audit Committee		
20TH JULY 2023			
1. Deloitte	Standing item	Jonathan Gooding / Angus Fish	
2. Internal Audit Annual Report for 2022/23 including Head of Internal Audit's annual opinion		David Dobbs	
3. Internal Audit's Annual report on schools	Annual report on school audits	David Dobbs	
4. Internal Audit and Anti-Fraud update 2023/24 Progress update	An update on the progress against the delivery of the 2022/23 Annual Internal Plan. Highlights any significant issues since the last report to the Audit Committee.	David Dobbs	
5. Risk Management Report 2023-24 –Progress update & Directorate Risk Register	An update on risks in the Corporate Risk Register.	David Dobbs	
6. Annual Risk Management Report 2023/24	Report assessing the key risks facing the Council.	David Dobbs	
7. Anti-Money Laundering Policy Report 2023-24	Annual Report updating the Anti-Money Laundering Policy.	David Dobbs/ Agnes Adrien	
8. Annual Insurance Report 2023-24	Presents a summary of insurance activity for 2023/24.	David Dobbs	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
9. Review of Code of Corporate Governance 2022-23	To report on an annual basis. Monitoring Officer.	Stephen Bramah/ Sharon Godman	Deferred to new municipal year 2023-24 *30 th May 2023
10. RIPA Policy	Regulation of Investigatory Powers Act 2000 (RIPA) relates to covert surveillance. A report updating Members on the policy and use of these powers, in accordance with the code of practice. Reviewed Annually.	Agnes Adrien	Deferred to new municipal year 2022-23 and 2023-24
16TH NOVEMBER 2023	Audit Committee Training		
	Risk Management		
23RD NOVEMBER 2023			
1. Deloitte	Standing item	Jonathan Gooding/ Angus Fish	
2. Statement of Accounts 2020/21		Caroline Holland/ John Harrison / Tim Harlock/ Ahsan Khan	
3. Internal Audit Charter	Annual review and approval of the Internal Audit Charter.	David Dobbs	
4. Annual Review of Anti-Bribery Policy	Annual review and approval of the Council's Anti-Bribery policy.	David Dobbs	
5. Internal Audit and Anti-Fraud update 2023/24 Progress update	An update on the progress against the delivery of the 2023/24 Annual Internal Plan. Highlights any significant issues since the last report to the Audit Committee.	David Dobbs	

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6. Risk Management Report 2023-24 –Progress update & Directorate Risk Register	An update on risks in the Corporate Risk Register.	David Dobbs	
7. Treasury Management Annual report		Miriam Adams	
8. Audit Committee Work Plan	Review and agree items on the work plan for the Committee.	Audit Committee Members	
17TH JANUARY 2024	Audit Committee Training		
	Treasury Management		
22ND JANUARY 2024			
1. Deloitte	Standing item	Jonathan Gooding/ Angus Fish	
2. Internal Audit and Anti-Fraud update 2023/24 Progress update		David Dobbs	
3. Draft Annual Governance Statement 2021/22 and 2022/23	For Review. Approval with Annual Accounts 2021/22 and 2022/23	David Dobbs	
4. Review of Code of Corporate Governance 2024/25	To report on an annual basis. Monitoring Office. Approval in July 2023 with Annual Accounts.	Stephen Bramah / Sharon Godman	
5. Risk Management Report 2023-24 – Progress update & Directorate Risk Register	An update on risks in the Corporate Risk Register.	David Dobbs	
6. Treasury Management Report and Mid-Year Review	Progress on the Treasury Management Strategy Statement and the Treasury Prudential Indicators	John Harrison/ Miriam Adams	

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7. Treasury Management Strategy Statement, Investment Strategy and Capital Strategy Report for 2023-24		Miriam Adams	
8. Audit Committee Work Plan	Review and agree items on the work plan for the Committee.	Audit Committee Members	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
15TH APRIL 2024	Audit Committee Training		
	Anti-Fraud Investigations		
18TH APRIL 2024			
1. Deloitte			
2.			
3. Annual Internal Audit and Counter-Fraud Strategy & Plan 2024/25	Draft Internal Audit Plan for 2024/25. For review and approval by the Committee.	David Dobbs	
4. Internal Audit and Anti-Fraud update 2023/24 Progress update		David Dobbs	
5. Risk Management Report 2023-24 – Progress update & Directorate Risk Register	An update on risks in the Corporate Risk Register.	David Dobbs	
6. Draft Terms of reference for 2024/25	Review. To be approved in July 2023.	David Dobbs	
7. Annual Self-Assessment and report of the Audit Committee	Self –Assessment – Report by the Audit Chair to go to Full Council	David Dobbs/ Charlotte Webster	
CARRY FORWARD ITEMS – 2024/25			
1.			

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