

Action	Responsible Officer	Target Date
Introduce an annual report from Audit Committee to Council on its role and performance.	Chair of Audit Committee/Section 151 Officer/Democratic Services	July 2024
Monitoring Officer to update the Constitution, to make the following amendments - <ul style="list-style-type: none"> • Remove from the terms of references for PFD committee, the responsibility for the Council governance and audit. • Add to the terms of reference for the Audit Committee, the responsibility for the Council governance and audit. • Add to the terms of reference for the Audit Committee to include providing assurance in relation partnerships and collaboration arrangements. 	Monitoring Officer	February 2024
The Local Code of Governance will be reviewed annually and reported to Audit Committee.	Section 151 Officer	July 2024 (with the AGS)
Fraud Policy and Fraud update report to be presented to Audit Committee (not PFD).	Revs and Bens Manager / Section 151 Officer	July 2024 (Fraud Update)
Consider where the ethical framework fits – Audit Committee or PFD	Audit Committee – on advice from Monitoring Officer/S151 Officer. Audit Committee to recommend to Full Council.	January 2024
Consider the Audit Committee structure, including <ul style="list-style-type: none"> • If the Leader and Chair of Services should be on the committee • Appointing an Independent member 	Audit Committee – on advice from Monitoring Officer/S151 Officer. Audit Committee to recommend to Full Council.	January 2024

Action	Responsible Officer	Target Date
Corporate Projects Assurance Board to report to Audit Committee on major projects and programmes.	Corporate Project, Systems and IT Manager/ Section 151 Officer	
Audit Committee self - assessment will be repeated on annual basis.	Section 151 Officer and nominated	January 2025
Chair to attend further suitable training as identified.	Chair of Committee	On-going
Committee members to attend the training sessions identified in the training programme.	Committee Members	On-going
To complete the core knowledge and skills framework.	Committee Members	July 2024

Training Plan for Audit Committee

Session to be 30 mins before the Committee meeting

Training Area	Officer leading the training	Date of training session
Role of internal audit -	Ruby Deo – 360 Assurance Internal Audit	4 th October 2023 - completed
Statement of accounts	Chief Accountant/Finance Manager	July 2024
Fraud overview	Revs and Bens Manager / Section 151 Officer	TBC – to be included when relevant agenda items
Risk management overview	Section 151 Officer	TBC – to be included when relevant agenda items
Role of external audit TBC	Grant Thornton	TBC– to be included when relevant agenda items