

**PLANNED AGENDA IPSWICH CITY COUNCIL AUDIT AND RISK MANAGEMENT COMMITTEE
(1 January 2020 to 31 December 2020) - Updated 15/10/2019**

MEETING DATE	AGENDA TO INCLUDE	Area
?? February 2020	<i>Standing agenda items</i>	
Normally one week prior to the Governance Committee meeting in February 2020. 1:00 p.m. to 3:00 p.m.	<ul style="list-style-type: none"> Apologies Declaring of conflict of interest by committee members Approval of minutes - A&RM Committee October 2019 report Business arising from previous meeting Other matters from committee members Correspondence from QAO, regulators etc. 	A&RMC A&RMC A&RMC A&RMC A&RMC QAO
	<i>Internal Audit</i>	
	<ul style="list-style-type: none"> Internal audit activities and progress report Summary of recent internal audit reports released External and internal audit recommendations status report 	IntAudit IntAudit IntAudit
	<i>Committee Reports</i>	
	<ul style="list-style-type: none"> Compliance matters breach (including complaints) reporting Taxation Report 	CS CS
	<i>Risk</i>	
	<ul style="list-style-type: none"> Risk management report including progress on strategic risks Risk profile – changes in risk register Departmental Risk Registers (one department per meeting) Business continuity planning presentation Implementation of the risk management framework 	Risk Risk Risk Risk Risk
	<i>Underlying Strategic Risk - Deep Dive</i>	
	<ul style="list-style-type: none"> Procurement Key projects progress (including Transformation) Payroll 	CS C&P CS
	<i>Internal Systems Processes and Controls - Deep Dive</i>	
	<ul style="list-style-type: none"> Data analytics progress (Strategic control perspective) CBD 	CS C&P
	<i>External Audit</i>	
	<ul style="list-style-type: none"> Auditor General's 2019-2020 Client Strategy Discuss any issues with QAO in the absence of management 	QAO A&RMC
?? June-May 2020	<i>Standing agenda items</i>	
Normally one week prior to the Governance Committee meeting in May 2020. 1:00 p.m. to 3:00 p.m.	<ul style="list-style-type: none"> Apologies Declaring of conflict of interest by committee members Approval of minutes - A&RM Committee February 2020 report Business arising from previous meeting Other matters from committee members Correspondence from QAO, regulators etc. 	A&RMC A&RMC A&RMC A&RMC A&RMC QAO
	<i>Internal Audit</i>	
	<ul style="list-style-type: none"> Internal audit activities and progress report Summary of recent internal audit reports released External and internal audit recommendations status report Audit plan progress Annual internal audit plan 	IntAudit IntAudit IntAudit IntAudit IntAudit
	<i>Committee Reports</i>	
	<ul style="list-style-type: none"> Compliance matters breach (including complaints) reporting 	CS

	<ul style="list-style-type: none"> • Taxation Report <p><i>Risk</i></p> <ul style="list-style-type: none"> • Risk management report including progress on strategic risks • Risk profile – changes in risk register • Review of risk management policy • Review the operational effectiveness of internal control environment • Departmental Risk Registers (one department per meeting) <p><i>Underlying Strategic Risk - Deep Dive</i></p> <ul style="list-style-type: none"> • Key projects progress • Developer contributions • Waste and landfill issues <p><i>Internal Systems Processes and Controls - Deep Dive</i></p> <ul style="list-style-type: none"> • Information systems control framework presentation <p><i>External Audit</i></p> <ul style="list-style-type: none"> • Verbal progress report 	<p>CS</p> <p>Risk Risk Risk Risk</p> <p>Risk</p> <p>C&P P&RS P&RS</p> <p>CS</p> <p>QAO</p>
?? August 2020	<p><i>Standing agenda items</i></p> <ul style="list-style-type: none"> • Apologies • Declaring of conflict of interest by committee members • Approval of minutes - A&RM Committee June 2020 report • Business arising from previous meeting • Other matters from committee members • Correspondence from QAO, regulators etc. <p><i>Internal Audit</i></p> <ul style="list-style-type: none"> • Internal audit activities and progress report • Internal audit performance review for year including key performance indicators report • Annual assertion on Internal Auditing Standards • Summary of recent internal audit reports released • External and internal audit recommendations status report <p><i>Committee Reports</i></p> <ul style="list-style-type: none"> • Compliance matters breach (including complaints) reporting <p><i>Risk</i></p> <ul style="list-style-type: none"> • Risk management report including progress on strategic risks • Risk profile – changes in risk register • Departmental Risk Registers (one department per meeting) • Fraud Risk Management <p><i>Underlying Strategic Risk - Deep Dive</i></p> <ul style="list-style-type: none"> • Key projects progress • Fraud Management • Governance outcomes of the Performance System <p><i>Internal Systems Processes and Controls - Deep Dive</i></p> <ul style="list-style-type: none"> • Information systems control framework presentation including aspects such as cybercrime and projects implementation <p><i>External Audit</i></p> <ul style="list-style-type: none"> • Verbal progress report 	<p>A&RMC A&RMC A&RMC A&RMC A&RMC QAO</p> <p>IntAudit IntAudit</p> <p>IntAudit IntAudit IntAudit</p> <p>CS</p> <p>Risk Risk Risk Risk</p> <p>C&P CS CEO</p> <p>CS</p> <p>QAO</p>
?? September 2020	(Date determined when draft financial statements are ready and as	

<p>Before 15 September as soon as draft financial statements are available. 1:00 p.m. to 3:00 p.m.</p>	<p>determined by the COO-F&CSGM - CS)</p> <p><i>Standing agenda items</i></p> <ul style="list-style-type: none"> • Apologies • Approval of Minutes - A&RM Committee August 2020 report • Correspondence from QAO, Regulators etc. • Business Arising from previous meetings • Other matters from committee members <p><i>Financial Statements</i></p> <ul style="list-style-type: none"> • Review Draft Financial Statements and Draft Annual Report • Discuss accounting and reporting matters • Review related party transactions and disclosures <p><i>Other Matters</i></p> <ul style="list-style-type: none"> • Review management attestations for financial statement representation letters <p>External Audit Matters</p> <ul style="list-style-type: none"> • Draft management report and verbal update 	<p>A&RMC A&RMC A&RMC A&RMC A&RMC</p> <p>CS CS CS</p> <p>CS</p> <p>QAO</p>
<p>?? November 2020</p> <p>One week prior to the Governance Committee meeting in November 2020. 1:00 p.m. to 3:00 p.m.</p>	<p><i>Standing agenda items</i></p> <ul style="list-style-type: none"> • Apologies • Declaring of conflict of interest by committee members • Approval of minutes - A&RM Committee September 2020 report • Business arising from previous meeting • Other matters from committee members • Correspondence from QAO, regulators etc. <p><i>Internal Audit</i></p> <ul style="list-style-type: none"> • Internal audit activities and progress report • Summary of recent internal audit reports released • External and internal audit recommendations status report <p><i>Committee Reports</i></p> <ul style="list-style-type: none"> • Compliance matters breach (including complaints) reporting • Councillor Remuneration <p><i>Risk</i></p> <ul style="list-style-type: none"> • Risk management report including progress on strategic risks • Risk profile – changes in risk register • Departmental Risk Registers (one department per meeting) • Review Insurance activities <p><i>Underlying Strategic Risk - Deep Dive</i></p> <ul style="list-style-type: none"> • Asset management (including Infrastructure) • Key projects progress <p><i>Internal Systems Processes and Controls - Deep Dive</i></p> <ul style="list-style-type: none"> • Valuation Policy, processes and controls • Rates <p><i>Other Matters</i></p> <ul style="list-style-type: none"> • 2020 Audit and Risk Management Committee Annual Plan • Review of the ARMC Charter • Audit and Risk Management Committee Self-Assessment Report • Review of the Internal Audit Charter <p><i>External Audit</i></p> <ul style="list-style-type: none"> • Matters arising from the 2020 QAO Audit Report 	<p>A&RMC A&RMC A&RMC</p> <p>A&RMC A&RMC QAO</p> <p>IntAudit IntAudit IntAudit</p> <p>CS CS</p> <p>Risk Risk Risk Risk</p> <p>I&E C&P</p> <p>CS CS</p> <p>A&RMC A&RMC A&RMC IntAudit</p> <p>QAO</p>

	<ul style="list-style-type: none">• Discuss any issues with QAO in the absence of management	QAO
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