



Audit and Standards Committee work plan 2023/2024

Committee Audit and Standards

Date of meeting 17 February 2023

Date of report 25 January 2023

Report by Chief Executive

1. Object of report

To provide the committee with a provisional work plan for the 2023/2024 financial year.

2. Background

The Chartered Institute of Public Finance and Accountancy (CIPFA) published practical guidance on the function and operation of audit committees in public bodies. This standard setter guidance states:

'The purpose of an audit committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.'

The guidance adds that the principal areas where the audit committee can add value are:

- promoting the principles of good governance and their application to decision making;
- raising awareness of the need for sound internal control and contributing to the development of an effective control environment;
- supporting arrangements for the governance of risk and for effective arrangements to manage risks;
- advising on the adequacy of the assurance framework and considering whether assurance is deployed efficiently and effectively;
- reinforcing the objectivity, importance and independence of internal audit and external audit and therefore the effectiveness of the audit functions;
- aiding the achievement of the authority's goals and objectives through helping ensure appropriate governance, risk, control and assurance arrangements;
- supporting the development of robust arrangements for ensuring value for money helping the organisation to implement the values of ethical governance, including effective arrangements for countering risks of fraud and corruption;

- promoting measures to improve transparency and accountability and effective public reporting to the authority's stakeholders and the local community.

3. Outline of proposals

Work plan for 2023/2024

The CIPFA guidance suggests that an audit committee should plan outputs in accordance with the principle added value areas of work.

To assist members a provisional Audit and Standards work plan for 2023/2024, is provided to the committee (see Appendix 1).

Note: the provisional work plan can be supplemented with additional reports from assurance providers in accordance with the Audit and Standards Committee Terms of Reference (see Appendix 2).

4. Committee action

The committee is asked to note the contents of this report and the work plan for 2023/2024.

5. Consequences

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| Policy consequences | <i>In accordance with the Audit and Standards Committee Terms of Reference.</i> |
| Legal consequences | <i>The Local Authority Accounts (Scotland) Regulations 2014 require an Annual Governance Statement to be included in the Annual Accounts.</i> |
| Financial consequences | <i>None.</i> |
| Personnel consequences | <i>None.</i> |
| Equalities consequences | <i>None.</i> |
| Climate Change, Adaptation and Carbon consequences | <i>None.</i> |

Name Neil Wylie

Name Valerie Davidson

Title Director of Finance & Corporate Support

Title Chief Executive

For further information, please contact Neil Wylie, Director of Finance & Corporate Support on 0141 333 3380.

APPENDIX 1

Audit and Standards committee 17 February 2023

Audit and Standards committee work plan 2023/2024

| Date of meeting | Assurance provider report source | | | Other planned reports |
|--------------------------------|--|--|--|---|
| | Finance | Internal Audit | External Audit | |
| 9 June 2023 | Draft 2022/2023 Abstract of Accounts for Strathclyde Partnership for Transport and Strathclyde Concessionary Travel Scheme | Annual Internal Audit opinion and report 2022/2023 | None scheduled | Audit & Standards committee annual report 2022/2023 |
| | | Assurance engagement reports | | Corporate Risk Register update |
| | | Engagement follow-up performance reports | | Audit Scotland report(s) |
| 8 September 2023 | Final draft 2022/2023 Abstract of Accounts for Strathclyde Partnership for Transport and Strathclyde Concessionary Travel Scheme | Assurance engagement reports | 2022/2023 Annual Audit report to members of Strathclyde Partnership for Transport, the Strathclyde Concessionary Travel Scheme Joint Committee and Controller of Audit | Members and Directors expenses 2023/2024 |
| | | | | Corporate Risk Register update |
| | | | | Audit Scotland report(s) |
| 24 November 2023 | None scheduled | Assurance engagement reports | None scheduled | Corporate Risk Register update |
| | | Engagement follow-up performance reports | | Audit Scotland report(s) |
| | | Internal Audit plan 2023/2024 Mid-year progress report | | Members and Directors expenses 2023/2024 |
| 16 February 2024 (provisional) | None scheduled | Assurance framework update | Strathclyde Partnership for Transport, the Strathclyde Concessionary Travel Scheme Joint Committee External Audit plan 2023/2024 | Corporate Risk Register update |
| | | Local Code of Corporate Governance update | | Audit Scotland report(s) |
| | | Assurance engagement reports | | Audit & Standards committee work plan 2024/2025 |
| | | Internal Audit plan 2024/2025 | | Members and Directors expenses 2023/2024 |

Note: Standing items presented to each committee meeting include: Corporate Risk Register update, Audit Scotland report(s) and Members and Directors expenses.

APPENDIX 2

Audit and Standards committee – Terms of Reference

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| Number of members: | 11 |
| Meetings: | Quarterly and as and when required |
| Quorum: | 3 always provided that in order to form a quorum at any meeting of the Partnership, or committee, at least three of the constituent councils must be represented |

Subject to the exclusions and limitations to delegation, the compliance with the policies of the Partnership and the requirement to ensure that the appropriate financial provision is available if any decisions are taken which will have any budgetary implications, this committee is authorised:-

1. To consider the effectiveness of the Partnership's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
2. To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
3. To be satisfied that the Partnership's assurance statements, including the Statement on the System of Internal Financial Control, properly reflect the risk environment and any actions required to improve it.
4. To approve (but not direct) internal audit's strategy plan and monitor performance.
5. To review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary.
6. To receive the annual report of internal audit.
7. To consider the Partnership's annual financial statements.
8. To consider the reports of external audit and inspection agencies.
9. To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
10. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
11. To promote the delivery by members and officers of high standards of conduct, including scrutiny of the relevant Register of Interests.
12. To promote value for money studies.
13. To promote and monitor financial controls, civic management and corporate governance.
14. To assist members to observe the Code of Conduct in accordance with any guidance issued by the Standards Commission for Scotland.