Audit and Risk Committee Meeting
5.45pm, Tuesday 25th July 2023
Southern Gate
AGENDA

5.15pm	**Pre-Meeting for Members and Auditors**

Item	Time	DESCRIPTION	Report
1	5.45	Welcome, Introductions and Apologies	Chair
2	5.45	Confirmation of Quorum	Chair
3	5.45	Declarations of Interest / Confidential Matters	Chair
4	5:50	Minutes of Previous Meeting (25th April 2023) and Matters Arising	Chair
5	5.55	Matters referred from other parts of the governance structure i) People & Places Committee (16 May 2023) ii) Southway Plus (14 June 2023) iii) Parent Board (20 June 2023)	Head of Corporate Services
ITEMS FOR DISCUSSION, DECISION AND APPROVAL			
6	6.00	Committee Effectiveness Report	Head of Corporate Services
7	6.10	Annual Executive Report on Internal Controls Assurance	Head of Corporate Services
8	6.20	External Audit Findings Report	Crowe LLP

Item	Time	DESCRIPTION	Report
9	6.30	Draft Accounts 2022/23 and Accounting Policies • Value For Money Report	Chief Financial Officer
10	6.45	Significant Risk Report	Head of Corporate Services
11	7.20	Internal Audit Progress Report • Adaptations	TIAA
12	7.25	Progress Report on Audit Recommendations	Head of Corporate Services
13	7.30	Annual Review of External Auditors	Chief Financial Officer
14	7.35	Property Compliance Report	Strategic Director: Property and Development
15	7.40	Fraud and Bribery Policy	Head of Corporate Services
ITEMS FOR INFORMATION AND ASSURANCE			
16	7.45	Business Continuity and Disaster Recovery Report	Head of Corporate Services
17	7.50	Procurement Report • Procurement Register • Procurement Policy Waivers **Confidential: contains commercially sensitive information**	Head of Corporate Services
18	7.55	Registers of Interests and Gifts & Hospitality **Confidential: contains personally identifiable information**	Head of Corporate Services
19	8.00	Debt Write Offs • Write Off Policy	Strategic Director:People and Places

Item	Time	DESCRIPTION	Report
20	8.05	Corporate Compliance Report	Head of Corporate Services
OTHER MATTERS			
21	8.10	Matters to be referred to other parts of the governance structure	Head of Corporate Services
22	8.15	Any Other Business	Chair
23	8.20	Feedback on the Meeting	Chair
24	8.20	Date of Next Meeting: 17 October 2023	Chair
25	8.20	Meeting Close	Chair

Audit and Risk Committee Member Attendance		
Updated April 2023		
	Attendance prev 12 months	
	Percentage	Number
Claire Brown	100%	4/4
Hazel Makinson	100%	5/5
Andy Ewart	40%	2/5
Nick Egdell	80%	4/5
Gavin White	80%	4/5
Mark Arrandale	100%	1/1
Total (Target: 90%)	80%	