

Chelmsford City Council - Audit and Risk Committee

28th January 2026

Audit and Risk Committee Work Programme

Report by:

Audit Services Manager

Officer Contact:

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Purpose

This report updates the rolling programme of work for this Committee.

Recommendations

That the rolling programme of work for the Committee is agreed.

1. Introduction

- 1.1. The Audit & Risk Committee works to a standard programme of work to ensure that their work is spread evenly across meetings, as far as possible, and to ensure that core reports are produced at the appropriate time within the Council's reporting timetable.

2. Rolling Programme of Work

- 2.1. Many of the reports submitted to this Committee are presented on a cyclical basis and can be timetabled for particular meetings. However, from time to time additional reports are requested which are presented to future meetings. The proposed rolling programme of work for this Committee for the next series of meetings is shown below.

18th March 2026

| Agenda Item | Report Owner |
|---|-------------------------------------|
| External Audit TBC | Accountancy Services Manager (S151) |
| Internal Audit Plan 2026 + Internal Audit Charter | Audit Services Manager |
| Risk Management Report | Audit Services Manager |
| Accounting Policies | Accountancy Services Manager (S151) |
| Audit & Risk Committee Work Programme | Audit Services Manager |

10th June 2026**(Joint meeting with Governance Committee)**

| Agenda Item | Report Owner |
|--|---------------------------------------|
| Review of the Local Code of Corporate Governance | Legal and Democratic Services Manager |
| Annual Governance Statement | Legal and Democratic Services Manager |

(Audit & Risk Committee)

| Agenda Item | Report Owner |
|--|-------------------------------------|
| External Audit TBC | Accountancy Services Manager (S151) |
| Revenue (Outturn) | Accountancy Services Manager (S151) |
| Capital Monitoring (Outturn) | |
| Internal Audit Annual Report | Audit Services Manager |
| Counter Fraud Annual Report | |
| Audit & Risk Committee Annual Report & Review of TOR | |
| Audit & Risk Committee Work Programme | Audit Services Manager |

16th September 2026

| Agenda Item | Report Owner |
|---------------------------------------|---|
| External Audit - TBC | Accountancy Services Manager (S151) |
| Health and Safety Annual Report | Public Health and Protection Services Manager |
| Internal Audit Plan to March 2026 | Audit Services Manager |
| Risk Management Report | Audit Services Manager |
| Audit & Risk Committee Work Programme | Audit Services Manager |

2nd December 2026

| Agenda Item | Report Owner |
|---------------------------------------|-------------------------------------|
| External Audit - TBC | Accountancy Services Manager (S151) |
| Internal Audit Interim Report | Audit Services Manager |
| Procurement Update | Procurement Manager |
| Audit & Risk Committee Work Programme | Audit Services Manager |

List of appendices: None

Background papers: None

Corporate Implications

Legal/Constitutional: The Council has a duty to maintain an effective internal provision to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance (Regulation 5 (Part 1) of the Accounts and Audit Regulations 2015). Numerous frameworks also emphasise the importance of the audit committee, including:

- Delivering Good Governance in Local Government
- Global Internal Audit Standards
- the Code of Practice on Managing the Risk of Fraud and Corruption

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: The role of the Audit & Risk Committee in relation to risk management covers: assurance over the governance of risk, including leadership, integration of risk management into wider governance arrangements and the top level ownership and accountability for risks; keeping up to date with the risk profile and the effectiveness of risk management actions and; monitoring the effectiveness of risk management arrangements and supporting the development and embedding of good practice in risk management.

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies: None
