
AUDIT AND COMPLIANCE COMMITTEE ANNUAL AGENDA PLAN

PURPOSE

1. This paper notifies the Committee of proposed agenda items and dates for future meetings of the Committee. These items take account of views expressed by Committee members.

AGENDA ITEMS

2. Proposed agenda items for forthcoming Committee meetings are shown in the attached annex.
3. Members are invited to send comments on the annual agenda plan to either the Secretary or Clerk to the Committee.

RISK ASSESSMENT

4. There are no risks associated with this paper.

EQUALITY AND DIVERSITY ASSESSMENT

5. There are no equality and diversity issues specific to the annual agenda plan.

RECOMMENDATIONS

6. The Committee is invited to **approve** the proposed agenda items and to **suggest** any further additions or amendments to this list.

FINANCIAL IMPLICATIONS

7. There are no direct financial implications associated with this paper.

PUBLICATION

8. This paper will be published on the Council website following the meeting.

FURTHER INFORMATION

9. Contact: Richard Maconachie, Secretary to the Audit and Compliance Committee (email: rmaconachie@sfc.ac.uk) or Sybille Rush, Clerk to the Audit and Compliance Committee (email: srush@sfc.ac.uk)

	8 December 2022	16 February 2023
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Procurement Report • Update on Operating Plan 	<ul style="list-style-type: none"> • SFC Risk Register and Risk Management Strategy • SFC Assurance Framework (moved from December) • Annual review of Business Continuity Plan (moved from December) • Freedom of Information annual update (if needed) • Whistleblowing and fraud annual update and re-fresh of policy • Review of accounting policies • Review of draft evaluation questionnaires for Committee effectiveness review (Committee, internal audit and external audit) • Review terms of reference for external validation of Board Effectiveness Review • <u>Carbon reporting and carbon management annual update</u>
External audit and accounts	<ul style="list-style-type: none"> • Introduction to Mazars 	<ul style="list-style-type: none"> • Annual audit plan
Internal audit	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports 	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports • Draft internal audit plan 2022-23 • Annual review of internal audit mission and charter
Other	<ul style="list-style-type: none"> • Annual agenda plan 	<ul style="list-style-type: none"> • Annual agenda plan • Clerk review committee standing orders

	8 June 2023	7 September 2023
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Annual report on legal and regulatory compliance • Information governance annual update (incl. GDPR, Freedom of Information, and Records Management) • Best Value Implementation Plan annual update • Business Continuity Annual Update • Summary of returned evaluation questionnaires for Committee effectiveness review (Committee, internal audit and external audit) • Recommend Board approval of external validation of Board Effectiveness Review • Monitoring and Evaluation of strategic / non-core projects annual update 	<ul style="list-style-type: none"> • Risk Register • Annual report on assessment and management of risk and risk management strategy • SFC’s Assurance Framework • Procurement Report
External audit and accounts	<ul style="list-style-type: none"> • External Auditor covering letter including Letter of Representation • SFC’s Annual Audit Report 2022-23 • Governance Statement 2022-23 • SFC draft annual report and accounts, year ended 31 March 2023 	<ul style="list-style-type: none"> • SFC final draft annual report and accounts, year ended 31 March 2023
Internal audit	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports: <ul style="list-style-type: none"> ○ Progress ○ Annual Internal Audit report 2022-23 • Internal audit plan 2023-24 	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports • Future internal audit arrangements
Other	<ul style="list-style-type: none"> • Annual agenda plan • Future ACC meeting dates • Audit and Compliance Committee draft annual report • Update on cyber security 	<ul style="list-style-type: none"> • Annual agenda plan

	7 December 2023
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Monitoring and evaluation of strategic projects • SFC’s Assurance Framework • Annual review of Business Continuity Plan • Update on Operating Plan
External audit and accounts	<ul style="list-style-type: none"> • Annual Audit Plan
Internal audit	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports
Other	<ul style="list-style-type: none"> • Board Development Plan • Annual agenda plan