



comhairle chontae na mí
meath county council

Meath County Council

Audit Committee Work Programme 2020

December 2019

Purpose of the Committee

The audit Committee has an independent role in advising the Council on financial reporting processes, internal control, risk management and audit matters, as part of the governance arrangements that operate within a local authority.

Annual Work Programme

The functions of the audit Committee are as prescribed by Section 59 of the Local Government Reform Act 2014. In accordance with Regulation 9 of S.I. No. 244 of 2014, Local Government (Audit Committee) Regulations 2014, the audit Committee shall prepare an annual work programme that must be adopted by the local authority.

The 2020 Annual Work Programme is comprised of the following:

(A) The approval of the annual internal audit plan

- A draft annual internal audit plan will be placed on the Committee's agenda for consideration at the Committee's last scheduled meeting of the year. A draft Internal Audit Charter will also be submitted to the Committee for review.

(B) A review of the annual financial statement and budget process

- The Head of Finance will present the annual financial statement to the Committee on an annual basis and will clarify any issues that may arise.
- The Head of Finance will update the Committee on any matters that arose from a previous AFS.
- The Committee will examine and review the reporting practices and procedures in respect of the budget process.

(C) A review of the audited financial statement and auditor's report

- The Local Government Auditor will present his or her report at the next practicable meeting of the Committee following publication of the report and will clarify any issues that may arise.
- The Committee will report to the Council on its consideration of the audited Annual Financial Statement, Auditor's Report or Auditor's Special Report at the next practicable meeting of the Council.
- The Chairperson of the Committee, will at the request of the Council, attend the meeting of the Council where the above report is presented in order to clarify any issues that may arise.

(D) The preparation of the annual report prepared under Regulation 15 of the Local Government (Audit Committee) Regulations 2014

- The Committee will prepare the Audit Committee Annual Report within three months of the expiration of the year of operation. The report will detail the Committees' considerations and findings for the year.
- The Committee shall undertake a review of its performance and effectiveness and report to the local authority on its findings. This will be undertaken with the assistance of the Internal Auditors and the Secretary of the Committee. The Chairperson will arrange to send copies of the report to the Chief Executive and the Council for consideration at the next meeting of the Council.
- At the request of the Council, the Chairperson will attend the Council meeting when the annual report is being considered and will clarify any issues that may arise in relation to the report.

(E) The review of periodic internal audit reports

- All available internal audit reports will be reviewed by the Audit Committee at its quarterly meetings.
- Review tracker of progress on recommendations made in internal audit reports

- Review tracker of progress on recommendations made in 3rd party external audit reports

(F) The review of relevant findings and recommendations of the National Oversight and Audit Commission

- The Committee will review any relevant findings and recommendations of the National Oversight and Audit Commission. The Committee will also consider the responses of the Chief Executive to such findings and recommendations and take further action, as appropriate.
- Review efficiency and value for money including the annual review of performance indicators by reference to comparable authorities and against targets.

(G) The review of Corporate Governance and Risk Management

- Review the Corporate Risk Register

(H) The review of the audit committee charter

- The audit committee charter will be reviewed annually and forwarded to the local authority for adoption at the next Council meeting

(I) Meeting Schedule

- The Committee will meet quarterly with additional meetings to be arranged as required.
- The Committee will meet separately, at least annually, with the Local Government Auditor, the Internal Auditor and the Chief Executive.
- The Committee will invite other Council staff to make presentations at meetings, as appropriate.

(J) Any other actions necessary to discharge its functions

- The Committee will take any other actions necessary to discharge the functions of the Committee, particularly with regard to improving efficiency and effectiveness of the operations of the Committee as required. This may require further training, the use of outside expertise and/or a continuous assessment of the performance of the Committee.

The work programme will be prepared by the committee on an annual basis and will be adopted with or without amendment by the Council.

Signed: _____

Chairperson

Committee Member

Committee Member

Committee Member

Committee Member

Date: _____