

**COMMITTEE ALERT, ADVISE, ASSURANCE REPORT TO BOARD**

<b>Committee:</b>	<b>Audit and Risk Committee</b>
<b>Meeting Date:</b>	<b>2 May and 6 June 2024</b>
<b>Chair:</b>	<b>Frances Done</b>

**KEY ITEMS DISCUSSED AT THE MEETING**

**TO ALERT** (alert the Board to any areas of particular importance or urgency)

<b>Issue</b>	<b>Committee Update</b>	<b>Assurance Received</b>	<b>Action</b>	<b>Timescale</b>

<b>ADVISE</b> (advise the Board on any areas of on-going monitoring or any new developments that need to be shared with the Board)				
<b>Issue</b>	<b>Committee Update</b>	<b>Assurance Received</b>	<b>Action</b>	<b>Timescale</b>
Internal Audit Annual report for 23/24 Draft 24/25 plan	<p><u>May meeting</u> RSM provided their 23/24 annual report. Head of Internal Audit Opinion was second highest assurance level out of four. Which is positive.</p> <p>RSM provided their draft 24/25 plan.</p> <p><u>June meeting</u> The work on the Accredited Registers audit had started</p>	<p>There were no overdue actions at the end of the year.</p> <p>Business Principles audit received Reasonable Assurance.</p> <p>The Committee confirmed they were happy for PSA to remain in the Consortium to extend RSM's contract into 2025.</p>		
NAO planning report	The Committee noted the plan for the 23/24 audit.			

<p>Draft Annual report and Accounts</p>	<p><u>May meeting</u> The Committee reviewed and approved the draft subject to any further agreements between NAO and the Accounting Officer</p> <p><u>June meeting</u> Due to the election that laying of the ARA will now happen after 18 July</p>	<p><u>June meeting</u> The Committee delegated to the Accounting Officer the sign-off of the ARA, with the understanding that any significant changes will be brought to the attention of the Committee.</p>	<p>Finance team to document End of Year finance process</p>	
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<b>ASSURE</b> (assure the Board on any areas of assurance that the Committee has received)				
<b>Issue</b>	<b>Committee Update</b>	<b>Assurance Received</b>	<b>Action</b>	<b>Timescale</b>
Audit Committee annual report to the Board	The Committee reviewed the draft report.	The updated report was shared with the Board.		
Whistleblowing		The Committee noted there had been no incidents or fraud noted.		
Annual review of complaints		The Committee noted there had been nothing unusual reported.		

