

## Appendix 1

### AUDIT COMMITTEE BUSINESS PLANNER

The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.

Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Update/ Status (RAG)
<b>26 June 2024</b>						
Standing Item	Review of Action Log	Follow Up on Previous Actions		Chris Smith	Chief Finance and Business Officer	
Standing Item	Business Planner	Review of Business Planner		Chris Smith	Chief Finance and Business Officer	
	Internal Audit Report	Consideration of Completed Internal Audit Reports & Overdue Recommendations		Jamie Dale	Chief Internal Auditor	
	Internal Audit Annual Report	Annual Report from Chief Internal Auditor		Jamie Dale	Chief Internal Auditor	
	Progress Report on the 2023/24 External Audit	Update on External Audit for 2023/24		External Audit Manager	External Audit	
	Annual Governance Statement 2023/24	Review and agreement of Annual Governance Statement		Chris Smith	Chief Finance and Business Officer	
	Unaudited Annual Accounts for 2023/24	Review of Unaudited Annual Accounts		Chris Smith	Chief Finance and Business Officer	
	IJB Risk Assurance Group Update	To update the Committee on the work of the IJB Risk Assurance Group		Lynn Boyd	Service & Development Manager	

	Update from Other Audit Committees	To provide the Committee with details of any relevant items covered by other local Audit Committees.		Chris Smith	Chief Finance and Business Officer	
	Review of relevant Audit Scotland reports	Good practice to see national position		Chris Smith	Chief Finance and Business Officer	
<b>October 2024 – DATE TO BE CONFIRMED</b>						
Standing Item	Review of Action Log	Follow Up on Previous Actions		Chris Smith	Chief Finance and Business Officer	
Standing Item	Business Planner	Review of Business Planner		Chris Smith	Chief Finance and Business Officer	
	Internal Audit Report	Consideration of Completed Internal Audit Reports & Overdue Recommendations		Jamie Dale	Chief Internal Auditor	
	Audited Annual Accounts	Review and sign off the Annual Accounts for 2023/24		Chris Smith	Chief Finance and Business Officer	
	Report by the External Auditor	Consideration of External Audit Report		External Audit Manager	External Audit	
	IJB Risk Assurance Group Update	To update the Committee on the work of the IJB Risk Assurance Group		Lynn Boyd	Service & Development Manager	
	Update from Other Audit Committees	To provide the Committee with details of any relevant items covered by other local Audit Committees.		Chris Smith	Chief Finance and Business Officer	
	Review of relevant Audit Scotland reports	Good practice to see national position		Chris Smith	Chief Finance and Business Officer	
<b>November/December 2024 – DATE AND AGENDA TO BE CONFIRMED</b>						