

Audit & Risk Committee Annual Agenda - Example

An **Audit & Risk Committee Annual Agenda** can be used to forward plan the contents of each committee meeting throughout the year. This will ensure adequate oversight is given across all functions and duties contained within the Audit & Risk Committee Charter and appropriate timing of activities (such as review of financial accounts and annual self-evaluation).

Note: The items included in the Annual Agenda below are **examples only**. It is the responsibility of each provider to develop governance tools such as the below based on their own unique circumstances.

Audit & Risk Committee Annual Agenda (2022)

Committee activity	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Committee administration												
Annual Agenda for 2023											●	
Three year review of Committee Charter including skills matrix and members								●				
Annual committee self-evaluation review and performance report to Governing Body											●	
Finance												
Annual review finance policies (Asset Management)		●										
Annual review finance policies (Accounting)					●			●				
Quarterly finance reports		●			●			●			●	
External auditors report					●							
Review and certification of financial statements						●						
Audit												
Review of Internal Audit Charter (due May 2024)												
Review of Strategic Audit Plan (due May 2023)												
Quarterly Audit Update (including review of audit scope and reports)		●			●			●			●	
Annual review of audit performance											●	
Risk and Performance												
Strategic risk and risk appetite review					●						●	
Quarterly risk and performance report		●			●			●			●	
Annual Risk Management Framework review					●							
Bi-annual Care Governance Committee report		●						●				

Periodic review of key financial policies by the Committee is important to ensure financial controls are effective. These are usually policies related to high-risk areas.

Committee activities should be captured on the annual workplan, even if not due that year. This ensures activities are not missed.

Applying status symbols, such as coloured dots, can help to manage the agenda and visualise which committee activities have been completed and which have not.

Legend	
●	Planned activity
●	Activity did not go ahead as planned
●	Activity is complete

The Committee has a key role to play in setting the internal audit program and ensuring good coverage across the risk profile. This includes oversight of program implementation, monitoring audit actions and ensuring learnings are actioned.

The Committee should receive regular updates on clinical and consumer satisfaction risks to ensure risks are being managed well.