

AUDIT COMMITTEE	AGENDA ITEM No. 10
25 JUNE 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Lamb, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

WORK PROGRAMME 2012 / 2013

1. ORIGIN OF REPORT

This is a standard report to Audit Committee which forms part of its agreed work programme. This standard report provides details of the proposed Work Programme for the Municipal Year 2012 / 2013 together any training needs identified.

2. UPDATE

Work Programme

The Work Programme (Appendix 1) is based on previous years meeting dates / agendas. The programme will be refreshed in consultation with senior officers and the Committee membership throughout the year.

Training

An overview of the works channelled through the Audit Committee will be provided alongside this agenda. In addition, prior to each committee meeting, further training will be provided subject to the needs of the committee.

3. APPENDICES

Appendix 1 – Work Programme

WORK PROGRAMME FOR 2012 / 2013

Date	Work Programme	Key Officer
7 June 2012	Agenda items: <ul style="list-style-type: none"> • Information Governance: Data Incident Policy • Audit Committee Handbook Training: <ul style="list-style-type: none"> • Overview of the Final Accounts process 	Louise Tyers Steve Crabtree Steven Pilsworth
25 June 2012	Agenda Items: <ul style="list-style-type: none"> • Fraud: Annual Report 2011 / 2012 • Internal Audit: Review of Effectiveness • Internal Audit: Annual Report 2011 / 2012 • Draft Annual Governance Statement • Budget Monitoring Report Outturn 2011 / 2012 • Statement of Accounts 2011 / 2012 Training: <ul style="list-style-type: none"> • None identified 	Ben Stevenson Steve Crabtree Steve Crabtree Steve Crabtree Steven Pilsworth Steven Pilsworth
3 Sept 2012	Agenda Items: <ul style="list-style-type: none"> • Risk Management Strategy • Risk Management: Strategic Risks • Regulation of Investigatory Powers Act (RIPA): Annual Report • RIPA: Progress Report To 30 June 2012 • Feedback Report Training: <ul style="list-style-type: none"> • To be determined 	Operations Directorate Operations Directorate Ben Stevenson Ben Stevenson
24 Sept 2012	Agenda Items: <ul style="list-style-type: none"> • Audit of Statement of Accounts • Strategic Risks: Adult Social Care *NEW* • Strategic Risks: Children's Services *NEW* • Feedback Report Training: <ul style="list-style-type: none"> • To be determined 	Steven Pilsworth
5 Nov 2012	Agenda Items: <ul style="list-style-type: none"> • Internal Audit: Mid-Year Progress against Audit Plan • Use of Consultants: Progress Report *NEW* • Treasury Management Update • RIPA: Progress Report to 30 September 2012 • Feedback Report Training: <ul style="list-style-type: none"> • To be determined 	Steve Crabtree Steven Pilsworth Steven Pilsworth Ben Stevenson

Date	Work Programme	Key Officer
4 Feb 2013	Agenda Items: <ul style="list-style-type: none"> • Risk Management: Strategic Risks • External Audit: Annual Audit Letter • External Audit: Report to Management • External Audit: Grant Claims Annual Certification • Effectiveness of the Audit Committee • Feedback Report Training: <ul style="list-style-type: none"> • To be determined 	Operations Directorate PwC PwC PwC Steve Crabtree
25 Mar 2013	Agenda Items: <ul style="list-style-type: none"> • RIPA: Progress Report to 31 December 2012 • Internal Audit: Strategy and Audit Plan 2013 / 2014 • External Audit: Audit Plan • Draft Annual Audit Committee Report • Feedback Report Training: <ul style="list-style-type: none"> • To be determined 	Ben Stevenson Steve Crabtree PwC Steve Crabtree

Each meeting may be supplemented by additional reports deemed appropriate for the Committee, and in accordance with the Terms of Reference. This could relate to:

- Specific work requests for Internal Audit or External Audit;
- Changes made to Financial Regulations or Contract Regulations; or
- Other governance or legislation which impacts on the work of the Committee.

The Work Programme will be refreshed at each meeting.

This page is intentionally left blank