

AUDIT COMMITTEE	AGENDA ITEM No.12
27 MARCH 2013	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
	Karen Dunleavy, Governance Officer	☎ 452 233

WORK PROGRAMME

1. ORIGIN OF REPORT

1.1 This is a standard report to Audit Committee which forms part of its agreed work programme. This standard report provides details of the:

- Draft Work Programme for 2013 / 2014.

2. UPDATE

2.1 Work Programme 2013 / 2014

The Work Programme is based on previous years agendas. The programme has been refreshed throughout the year in consultation with senior officers and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.

3. APPENDICES

3.1 Appendix A – Work Programme 2013/14

DRAFT WORK PROGRAMME FOR 2013 / 2014	June	September	November	February	March
INTERNAL AUDIT / EXTERNAL AUDIT ACTIVITIES (2.2.1.1 – 2.2.1.9)					
EXTERNAL AUDIT ACTIVITIES					
Annual Audit Letter				X	
Grant Claims Annual Certification				X	
Report to Management				X	
Audit Plan					X
INTERNAL AUDIT ACTIVITIES					
Head of Audit Opinion 2012 / 2013	X				
Review of IA Effectiveness	X				
Mid Year Progress Report			X		
Audit Plan 2014 / 2015					X
REGULATORY FRAMEWORK (2.2.1.10 – 2.2.1.16)					
GOVERNANCE ARRANGEMENTS / BEST PRACTICE					
Annual Governance Statement	X	X			
Risk Management Strategy / Corporate Risks		X			X
Effectiveness of the Audit Committee				X	
Treasury Management			X		
Governance Policies (*)	X	X	X	X	X
Draft Annual Audit Committee Report					X
FRAUD AND INVESTIGATIONS					
Annual Fraud Report 2012 / 2013	X				
Investigatory Powers Act (Progress Reports)		X	X		X

(*) Subject to changes made during year. For example Financial Regulations, Whistleblowing policy, Bribery Act.

DRAFT WORK PROGRAMME FOR 2013 / 2014	June	September	November	February	March
ACCOUNTS (2.1.1.17 – 2.2.1.19)					
STATEMENT OF ACCOUNTS					
Draft Accounts	X				
Audited Accounts		X			
MEMBER STANDARDS AND HEARING PANEL (#)					
MEMBER ACTIVITIES					
Member Code of Conduct	X	X	X	X	X
Member Dispensations	X	X	X	X	X
Member Complaints	X	X	X	X	X

(#) Subject to procedure changes / referrals within the year

This page is intentionally left blank