

AUDIT COMMITTEE	AGENDA ITEM No. 5
6 JUNE 2011	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 2011 / 2012

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 proposed Work Programme for the Municipal Year 2011 / 2012 together any training needs identified.

2. UPDATE

2.1 Work Programme

The Work Programme (**Appendix A**) 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.

2.2 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.

WORK PROGRAMME FOR 2011 / 2012

Date	Work Programme	Key Officer
6 June 2011	<p>First meeting of the Audit Committee in the Municipal Year. It is proposed that following Full Council, subject to changes in membership from previous years, the meeting will be set aside to provide an overview of the Committee and the roles and responsibilities of Members. This will include training / guidance in relation to:</p> <ul style="list-style-type: none"> • Internal Audit and External Audit; • Risk Management; • Finance Standards and Final Accounts Closure; • Governance, Fraud and Investigations. 	Steve Crabtree Steven Pilsworth
27 June 2011	<ul style="list-style-type: none"> • Internal Audit: Annual Report 2010 / 2011 • Fraud: Annual Report 2010 / 2011 • Annual Governance Statement • Statement of Accounts 2010 / 2011 • Feedback Report 	Steve Crabtree Diane Baker Steve Crabtree Steven Pilsworth
5 September 2011	<ul style="list-style-type: none"> • Risk Management Strategy • RIPA: Progress Report Q1 • Feedback Report 	Stuart Hamilton Diane Baker
26 September 2011	<ul style="list-style-type: none"> • Audit of Statement of Accounts • Feedback Report 	Steven Pilsworth
7 November 2011	<ul style="list-style-type: none"> • Internal Audit: Mid-Year Progress against Audit Plan • Risk Management: Strategic Risks • Treasury Management Update • RIPA: Progress Report Q2 • Feedback Report 	Steve Crabtree Stuart Hamilton Steven Pilsworth Diane Baker
6 February 2012	<ul style="list-style-type: none"> • External Audit: Annual Audit Letter • External Audit: Report to Management • External Audit: Grant Claims Annual Certification • Feedback Report 	Steven Pilsworth / PwC
26 March 2012	<ul style="list-style-type: none"> • RIPA: Progress Report Q3 • Internal Audit: Strategy and Audit Plan 2012 / 2013 • External Audit: Audit Plan • Feedback Report 	Diane Baker Steve Crabtree PwC

Each meeting may be supplemented by additional reports deemed appropriate for the Committee. 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.