

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 8
<b>7 NOVEMBER 2011</b>	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

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.

Before the next meeting of the Committee (6 February 2012), there will be a training session provided to Audit Committee Members on *“An overview of the risk management process and how it is used by Corporate Management Team to established the Council’s strategic risks”*.

## WORK PROGRAMME FOR 2011 / 2012

Date	Work Programme	Key Officer
6 June 2011	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: <ul style="list-style-type: none"> <li>• Internal Audit and External Audit;</li> <li>• Risk Management;</li> <li>• Finance Standards and Final Accounts Closure;</li> <li>• Governance, Fraud and Investigations.</li> </ul>	Steve Crabtree
27 June 2011	Internal Audit: Annual Report 2010 / 2011 Review of Effectiveness of Internal Audit Fraud: Annual Report 2010 / 2011 Annual Governance Statement Statement of Accounts 2010 / 2011 Feedback Report	Steve Crabtree Steve Crabtree Diane Baker Steve Crabtree Steven Pilsworth
5 Sept 2011	MEETING CANCELLED DUE TO INSUFFICIENT BUSINESS. RE-ALLOCATED ACROSS FUTURE MEETINGS	
26 Sept 2011	External Audit: Report To Management Audit of Statement of Accounts Investigatory Powers Act: Progress Report Q1 Feedback Report	Steven Pilsworth / PwC Steven Pilsworth / PwC Diane Baker
7 Nov 2011	Internal Audit: Half Year Update 2011 / 2012 Treasury Management Update Investigatory Powers Act: Progress Report Q2 Feedback Report	Steve Crabtree Steven Pilsworth Diane Baker
6 Feb 2012	External Audit: Annual Audit Letter External Audit: Grant Claims Annual Certification Risk Management Strategy Risk Management: Strategic Risks Feedback Report	Steven Pilsworth / PwC Steven Pilsworth / PwC Stuart Hamilton Stuart Hamilton
26 Mar 2012	Investigatory Powers Act: 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.