

AUDIT COMMITTEE	AGENDA ITEM No. 8
6 FEBRUARY 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

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:

- Work Programme for the Municipal Year 2011 / 2012; and
- Draft Work Programme for 2012 / 2013.

2. UPDATE

2.1 Work Programme 2011 / 2012

The Work Programme (**Appendix 1**) 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.

2.2 Draft Work Programme 2012 / 2013

The Draft Work Programme is attached at **Appendix 2**. Committee dates are to be agreed by Full Council at a later date.

3. APPENDICES

- Appendix 1 – Work Programme 2011/12
- Appendix 2 - Draft Work Programme 2012/13

WORK PROGRAMME FOR 2011 / 2012

APPENDIX 1

Date	Work Programme	Original Date	Key Officer
6 June 2011	First meeting 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 Internal Audit and External Audit; Risk Management; Finance Standards and Final Accounts Closure; and Governance, Fraud and Investigations.		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		Steve Crabtree Steve Crabtree Diane Baker Steve Crabtree Steven Pilsworth
5 September 2011	MEETING CANCELLED DUE TO INSUFFICIENT BUSINESS. RE-ALLOCATED ACROSS FUTURE MEETINGS		
26 September 2011	External Audit: Report To Management Audit of Statement of Accounts Investigatory Powers Act: Progress Report Q1	5 September 2011	Steven Pilsworth / PwC Steven Pilsworth / PwC Diane Baker
7 November 2011	Internal Audit: Half Year Update 2011 / 2012 Treasury Management Update Investigatory Powers Act: Progress Report Q2		Steve Crabtree Steven Pilsworth Diane Baker
6 February 2012	External Audit: Annual Audit Letter External Audit: Grant Claims Annual Certification Risk Management: Strategy and Risks Annual Governance Statement: Update Effectiveness of the Audit Committee (*NEW*)	5 September 2011	Steven Pilsworth / PwC Steven Pilsworth / PwC Stuart Hamilton Steve Crabtree Steve Crabtree
26 March 2012	Investigatory Powers Act: Progress Report Q3 Internal Audit: Strategy and Audit Plan 2012 / 2013 External Audit: Audit Plan Use of Consultants Information Governance: Data Incident Policy Audit Commission Update (*NEW*) Draft Annual Audit Committee Report (*NEW*)	6 February 2012 6 February 2012	Diane Baker Steve Crabtree PwC Steven Pilsworth Louise Tyers Steve Crabtree

	June	September	November	February	March
ACCOUNTS					
Draft Statement of Accounts 2011 / 2012	X				
International Financial Reporting Standards	X				
Statement of Accounts		X			
INTERNAL AUDIT / EXTERNAL AUDIT ACTIVITIES					
External Audit: Annual Audit Letter				X	
External Audit: Grant Claims Annual Certification				X	
External Audit: Audit Plan					X
Internal Audit: Annual Report 2011 / 2012	X				
Internal Audit: Review of Effectiveness	X				
Internal Audit: Mid Year Progress			X		
Internal Audit: Strategy and Audit Plan 2013 / 2014					X
REGULATORY FRAMEWORK					
Annual Governance Statement	X	X			
Risk Management: Strategy and Corporate Risks		X		X	
Fraud: Annual Report 2011 / 2012	X				
Investigatory Powers Act: Quarterly Progress Report		X	X		X
Treasury Management			X		
Effectiveness of the Audit Committee				X	
Contract Regulations *		X			
Financial Regulations *		X			
Draft Annual Audit Committee Report					X

* Subject to changes made during year

This page is intentionally left blank