	AGENDA ITEM No. 6
7 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	2 384 557	

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

2.1 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.

2.2 <u>Training</u>

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 FOR 2012 / 2013

WORK PROGRAMME FOR 2012 / 2013

Date	Work Programme	Key Officer
7 June 2012	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 general 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 Steven Pilsworth
	Information Governance: Data Incident Policy	Louise Tyers
25 June 2012	 Internal Audit: Annual Report 2011 / 2012 Internal Audit: Effectiveness Fraud: Annual Report 2011 / 2012 Annual Governance Statement Statement of Accounts 2011 / 2012 Feedback Report 	Steve Crabtree Steve Crabtree Diane Baker Steve Crabtree Steven Pilsworth
3 September 2012	 Risk Management Strategy Risk Management: Strategic Risks RIPA: Progress Report Q1 Feedback Report 	Operations Directorate Operations Directorate Diane Baker
24 September 2012	Audit of Statement of AccountsFeedback Report	Steven Pilsworth
5 November 2012	 Internal Audit: Mid-Year Progress against Audit Plan Treasury Management Update RIPA: Progress Report Q2 Feedback Report 	Steve Crabtree Steven Pilsworth Diane Baker
4 February 2013	 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 	Operations Directorate PwC PwC PwC Steve Crabtree
25 March 2013	 RIPA: Progress Report Q3 Internal Audit: Strategy and Audit Plan 2013 / 2014 External Audit: Audit Plan Draft Annual Audit Committee Report Feedback Report 	Diane Baker Steve Crabtree PwC Steve Crabtree

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.