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| <b>AUDIT COMMITTEE</b> | AGENDA ITEM No. 8 |
| <b>4 FEBRUARY 2013</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 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

2.2 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.

#### 2.3 Training

2.4 An overview of the works channelled through the Audit Committee will be provided alongside this agenda.

2.5 Further training will be provided subject to the needs of the committee, either before the meeting or at separate sessions.

## WORK PROGRAMME FOR 2012 / 2013

| Date         | Work Programme  | Key Officer   |
|--------------|---|---|
| 7 June 2012  | Agenda items:<br>Information Governance: Data Incident Policy<br>Audit Committee Handbook<br><br>Training:<br>Overview of the Final Accounts process  | Louise Tyers<br>Steve Crabtree<br><br>Steven Pilsworth  |
| 25 June 2012 | Agenda Items:<br>Fraud: Annual Report 2011 / 2012<br>Internal Audit: Review of Effectiveness<br>Internal Audit: Annual Report 2011 / 2012<br>Draft Annual Governance Statement<br>Budget Monitoring Report Outturn 2011 / 2012<br>Statement of Accounts 2011 / 2012<br><br>Training:<br>None identified | Ben Stevenson<br>Steve Crabtree<br>Steve Crabtree<br>Steve Crabtree<br>Steven Pilsworth<br>Steven Pilsworth |
| 3 Sept 2012  | <b>MEETING CANCELLED</b>  |   |
| 24 Sept 2012 | Agenda Items:<br>Audit of Statement of Accounts and Report to Those Charged with Governance<br>Regulation of Investigatory Powers Act (RIPA): Annual Report and Progress to 30 June 2012<br>Progress / Update Report<br><br>Training:<br>None identified  | Steven Pilsworth / PwC<br><br>Ben Stevenson   |
| 5 Nov 2012   | Agenda Items:<br>Strategic Risk Management (deferred from 3 Sept 2012)<br>RIPA: Progress Report to 30 September 2012<br>Member Code of Conduct<br>Treasury Management Update<br>Internal Audit: Mid-Year Progress Report<br>Use of Consultants: Progress Report<br><br>Training:<br>None Identified     | Kevin Dawson<br>Ben Stevenson<br>Kim Sawyer<br>Steven Pilsworth<br>Steve Crabtree<br>Steven Pilsworth       |
| 4 Feb 2013   | Agenda Items:<br>Risk Management: Strategic Risks<br>External Audit: Annual Audit Letter<br>External Audit: Grant Claims Annual Certification<br>Use of Consultants<br>Feedback Report<br><br>Training:<br>None identified  | Kevin Dawson<br>PwC<br>PwC<br>Steven Pilsworth  |

| Date        | Work Programme   | Key Officer   |
|-------------|--|---|
| 25 Mar 2013 | <p>Agenda Items:</p> <ul style="list-style-type: none"> <li>RIPA: Progress Report to 31 December 2012</li> <li>Internal Audit: Strategy and Audit Plan 2013 / 2014</li> <li>External Audit: Audit Plan</li> <li>External Audit: Report to Management</li> <li>Effectiveness of the Audit Committee</li> <li>Draft Annual Audit Committee Report</li> <li>Feedback Report</li> </ul> <p>Training:</p> <ul style="list-style-type: none"> <li>Risk Management training will be provided to all Members of the Council via All Party Policy on 28 March 2013</li> </ul> | <ul style="list-style-type: none"> <li>Ben Stevenson</li> <li>Steve Crabtree</li> <li>PwC</li> <li>PwC</li> <li>Steve Crabtree</li> <li>Steve Crabtree</li> </ul> |

Each meeting may be supplemented by additional reports deemed appropriate for the Committee, and in accordance with the Terms of Reference. 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.

The Work Programme will be refreshed at each meeting.

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