

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 10
<b>9 FEBRUARY 2009</b>	<b>PUBLIC REPORT</b>

Committee Member(s) responsible:	Councillor Hiller, Chair of Audit Committee	
Contact Officer(s):	John Blair, Head of Strategic Finance Steve Crabtree, Chief Internal Auditor	☎ 384 564 ☎ 384 557

## **AUDIT COMMITTEE WORK PROGRAMME**

### **1. ORIGIN OF REPORT**

This is a standard report to Audit Committee which forms part of its agreed work programme.

### **2. PURPOSE AND REASON FOR REPORT**

This standard report provides details of the remaining Work Programme for the municipal year 2008 / 2009.

### **3. WORK PROGRAMME**

**Appendix A** sets out the remaining items scheduled for future meetings of the Audit Committee.

In addition, **Appendix B** provides a framework for the structure of the committee meetings for the Municipal Year 2009 / 2010. At the present moment, dates are purely indicative.

Based on the future work programme, appropriate training needs can be developed.

**AUDIT COMMITTEE: WORK PROGRAMME**

**MUNICIPAL YEAR: MAY 2008 - APRIL 2009**

DATE	REPORT / ACTIVITY AREA	LEAD OFFICER	SUMMARY EXPLANATION		
30 Mar 2009	Assurance Framework	Steve Crabtree	<i>Receive the annual assurance framework</i>		
	Internal Audit Plan 2009 / 2010	Steve Crabtree	<i>Receive the annual plans and strategy for Internal Audit</i>		
	External Audit: Draft Audit and Inspection Plan (*)	John Blair	<i>Receive the draft inspection and audit plans for External Audit</i>		
	External Audit: Joint Audit and Inspection Letter (*)	John Blair	<i>Receive the annual inspection letter</i>		
	Comprehensive Area Assessment Update	John Blair	<i>Update on the arrangements for the CAA</i>		
	External Audit Reports	John Harrison	<i>To receive a series of commissioned reviews undertaken by the External Auditors</i>		
	Update and Feedback Report		<i>Receive standard feedback report on issues and action requests made at past meetings of the committee</i>		
	Audit Committee Work Programme including any Training Needs		<i>To agree the current work programme and review any training needs</i>		

(\*) Subject to agreement / release by Audit Commission in time for meeting

**AUDIT COMMITTEE: DRAFT WORK PROGRAMME**

**MUNICIPAL YEAR: MAY 2009 - APRIL 2010**

	June 2009	June 2009	Sept 2009	Sept 2009	Nov 2009	Feb 2010	Mar 2010
<b>REGULAR AGENDA ITEMS</b>							
Member Training	X	X	X	X	X	X	X
Update and Feedback Report	X	X	X	X	X	X	X
Audit Committee Work Programme	X	X	X	X	X	X	X
<b>INTERNAL AUDIT / EXTERNAL AUDIT ACTIVITY</b>							
Internal Audit - Annual Report 2008 / 2009	X						
Internal Audit - Progress Report: Quarterly (subject to dates)			X		X	X	X
Internal Audit - Strategy and Plan 2010 / 2011							X
External Audit - Reports (subject to availability)	X		X		X	X	X
External Audit - Joint Audit and Inspection Plan							X
Annual Audit Committee Report	X						

AUDIT COMMITTEE: DRAFT WORK PROGRAMME

MUNICIPAL YEAR: MAY 2009 - APRIL 2010

	June 2009	June 2009	Sept 2009	Sept 2009	Nov 2009	Feb 2010	Mar 2010
<b>REGULATORY FRAMEWORK</b>							
Draft / Final Annual Governance Statement	X	X					
Fraud and Irregularity Annual Report 2008 / 2009	X						
Risk Management			X			X	
Use of Resources	X				X		X
Comprehensive Area Assessment	X				X		X
Assurance Framework					X		
<b>ACCOUNTS</b>							
Statement of Accounts and Summary Accounts 2008 / 2009		X					
Audit of Statement of Accounts				X			
International Financial Reporting Standards	X	X					