

AUDIT COMMITTEE	AGENDA ITEM No. 9
7 JUNE 2010	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Collins, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

WORK PROGRAMME 2010 / 2011

1. ORIGIN OF REPORT

This is a standard report to Audit Committee which forms part of its agreed work programme. This standard report summarises the proposed Work Programme for the Municipal Year 2010 / 2011 together any training needs identified.

2. UPDATE

2.1 Training

Any specific training is normally provided prior to each committee meeting - at the request of the Chair it is proposed that this starts at 18.00. The exception to this rule has been training on scrutinising the Statement of Accounts which is normally organised the week before the accounts are reported to Audit Committee (Monday 28 June 2010).

The current training plans are:

Date	Time	Description	Commentary
7 June	18.00	Overview of the Audit Committee	To provide new and existing Members of the Committee with background information on the workings of the committee
To be agreed, but is usually arranged for the week prior to committee (28 June)		Scrutiny of the Final Accounts	To provide Members with an overview of the accounts closure process, changes made compared with previous years, together with potential areas for scrutiny and challenge.

2.2 Work Programme

The Work Programme was endorsed at the last meeting (29 March 2010), and is refreshed at every Audit Committee meeting. Additional items since the last approval are:

- The Role of the Head of Internal Audit. CIPFA have produced a consultation document on how its sees this role within the public sector (release date 19 May). This document will be internally reviewed and brought to Audit Committee in September for comment.

APPENDIX A

Last Updated: 26 May 2010

Activity Area	Responsible Officer	7 June 2010	28 June 2010	6 Sept 2010	27 Sept 2010	1 Nov 2010	7 Feb 2011	28 March 2011
REGULAR AGENDA ITEMS								
Member Training (Future needs to be determined prior to each meeting)		✓	✓	✓	✓	✓	✓	✓
Feedback Report		✓	✓	✓	✓	✓	✓	✓
Audit Committee: Work Programme		✓	✓	✓	✓	✓	✓	✓

Activity Area	Responsible Officer	7 June 2010	28 June 2010	6 Sept 2010	27 Sept 2010	1 Nov 2010	7 Feb 2011	28 March 2011
ACCOUNTS								
Statement of Accounts / Summary Accounts 2009 / 2010 (incorporating Annual Governance Statement)	Steven Pilsworth	-	✓	-	-	-	-	-
Audit of Statement of Accounts	PwC Steven Pilsworth	-	-	-	✓	-	-	-
International Financial Reporting Standards	Steven Pilsworth	-	-	✓	-	-	✓	-

Activity Area	Responsible Officer	7 June 2010	28 June 2010	6 Sept 2010	27 Sept 2010	1 Nov 2010	7 Feb 2011	28 March 2011	
INTERNAL AUDIT / EXTERNAL AUDIT ACTIVITY									
Internal Audit: Annual Report 2009 / 2010	Steve Crabtree	✓	Meeting set aside to scrutinise the Councils draft accounts	-	Meeting set aside to scrutinise the Councils final accounts following External Audit review	-	-	-	
Internal Audit: Progress Report: Quarterly	Steve Crabtree	-		✓		✓	✓	-	
Internal Audit: Strategy and Plan 2011 / 2012	Steve Crabtree	-		-		-	✓	✓	✓
Internal Audit: Miscellaneous Commissioned Reports (Additional works outside agreed Audit Plan)	Steve Crabtree	-		✓		✓	✓	✓	-
External Audit: Reports (subject to availability)	PwC Steve Crabtree Steven Pilsworth	✓		✓		✓	✓	✓	✓
External Audit: Joint Audit and Inspection Plan	PwC Steve Crabtree Steven Pilsworth	-		-		-	-	✓	-

Activity Area	Responsible Officer	7 June 2010	28 June 2010	6 Sept 2010	27 Sept 2010	1 Nov 2010	7 Feb 2011	28 March 2011	
REGULATORY FRAMEWORK									
Draft Annual Governance Statement	Steve Crabtree	✓	Meeting set aside to scrutinise the Councils draft accounts	-	Meeting set aside to scrutinise the Councils final accounts following External Audit review	-	-	-	
Annual Governance Statement: Progress	Steve Crabtree	-		-		✓	-	-	
Assurance Framework	Steven Crabtree	-		-		-	-	✓	
Assurance Framework: 6 Month Refresh	Steve Crabtree	-		-		✓	-	-	
Audit Committee: Annual Report	Steve Crabtree	✓		-		-	-	-	
Fraud: Annual Report 2009 / 2010	Diane Baker	✓		-		-	-	-	
Regulation of Investigatory Powers Act	Diane Baker	-		✓		-	✓	-	✓
Risk Management Strategy	Stuart Hamilton	-		✓		-	-	-	-
Strategic Risk Register: Risk Profiles	Stuart Hamilton	✓		-		-	✓	-	-
Treasury Management Strategy	Steven Pilsworth	-		✓		-	-	-	-
Use of Resources	Steven Pilsworth	-		-		-	✓	-	-
Comprehensive Area Assessment	Steven Pilsworth	-		-		-	✓	✓	-
Miscellaneous Financial Reports Review of other reports / policies as appropriate E.g. Changes to Contract Regulations, Financial Regulations, Accounting Policies etc.	Steven Pilsworth Steve Crabtree	✓		✓		✓	✓	✓	✓