

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No.7
<b>28 JUNE 2010</b>	<b>PUBLIC REPORT</b>

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

- 1.1 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 took place on Monday 21 June 2010.

The future training proposals agreed at the last meeting (7 June 2010) are:

Date	Time	Description	Commentary
6 September	18.00	Risk Management	To provide new and existing Members of the Committee with background information on the development of risk management within PCC together with some practical examples.

#### 2.2 Work Programme

The Work Programme was endorsed at the last meeting (7 June 2010), and is refreshed at every Audit Committee meeting.

APPENDIX A

Last Updated: 16 June 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
<b>REGULAR AGENDA ITEMS</b>								
<b>Member Training</b> (Future needs to be determined prior to each meeting)		✓	✓	✓	✓	✓	✓	✓
<b>Feedback Report</b>		✓	✓	✓	✓	✓	✓	✓
<b>Audit Committee: Work Programme</b>		✓	✓	✓	✓	✓	✓	✓

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
<b>ACCOUNTS</b>								
<b>Statement of Accounts / Summary Accounts 2009 / 2010</b> (incorporating Annual Governance Statement)	Steven Pilsworth	-	✓	-	-	-	-	-
<b>Audit of Statement of Accounts</b>	PwC Steven Pilsworth	-	-	-	✓	-	-	-
<b>International Financial Reporting Standards</b>	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
<b>INTERNAL AUDIT / EXTERNAL AUDIT ACTIVITY</b>								
<b>Internal Audit: Annual Report 2009 / 2010</b>	Steve Crabtree	✓	Meeting set aside to scrutinise the Councils draft accounts	-	Meeting set aside to scrutinise the Councils final accounts following External Audit review	-	-	-
<b>Internal Audit: Progress Report: Quarterly</b>	Steve Crabtree	-		✓		✓	✓	-
<b>Internal Audit: Strategy and Plan 2011 / 2012</b>	Steve Crabtree	-		-		-	-	✓
<b>Internal Audit: Miscellaneous Commissioned Reports</b> (Additional works outside agreed Audit Plan)	Steve Crabtree	-		✓		✓	✓	-
<b>External Audit: Reports</b> (subject to availability)	PwC Steve Crabtree Steven Pilsworth	-		✓		✓	✓	✓
<b>External Audit: Joint Audit and Inspection Plan</b>	PwC Steve Crabtree Steven Pilsworth	-		-		-	✓	-
<b>NEW ITEM:</b> <b>CIFPA Consultation Document: The Role of the Head of Internal Audit</b>	Steve Crabtree	-		✓		-	-	-

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