

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No.14
<b>6 SEPTEMBER 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.

There are no training proposals for the next meeting – 27 September 2010 – as the meeting is set aside to discuss / scrutinise the final accounts following their review by the External Auditors.

#### **2.2 Work Programme**

The Work Programme was endorsed at the last meeting (28 June 2010), and is refreshed at every Audit Committee meeting.

Last Updated: 16 August 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)		Audit Cttee overview	Final Accounts	✓	✓	✓	✓	✓
<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	✓	<b>Meeting set aside to scrutinise the Councils draft accounts</b>	-	<b>Meeting set aside to scrutinise the Councils final accounts following External Audit review</b>	-	-	-
<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	-		✓		✓	✓	✓