

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 9
<b>28 MARCH 2011</b>	PUBLIC REPORT

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

## WORK PROGRAMME 2011 / 2012

### 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 provides details of the proposed Work Programme for the Municipal Year 2011 / 2012 together any training needs identified.

### 2. UPDATE

#### 2.1 Work Programme

As Full Council has not yet agreed committee dates, the Work Programme (**Appendix A**) 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.

#### 2.2 Training

It is proposed that the first meeting of the new municipal year will provide the committee membership with an overview of their roles and responsibilities.

In addition, prior to each committee meeting, further training will be provided subject to the needs of the committee.

## DRAFT WORK PROGRAMME FOR 2011 / 2012

Date	
June 2011	<p>First meeting of the Audit Committee in the Municipal Year. It is proposed that following Full Council, subject to changes in membership from previous years, the meeting will be set aside to provide an overview of the Committee and the roles and responsibilities of Members. This will include training / guidance in relation to:</p> <ul style="list-style-type: none"> <li>• Internal Audit and External Audit;</li> <li>• Risk Management;</li> <li>• Finance Standards and Final Accounts Closure;</li> <li>• Governance, Fraud and Investigations.</li> </ul>
June 2011	<p>Work Programme</p> <ul style="list-style-type: none"> <li>• Internal Audit: Annual Report 2010 / 2011</li> <li>• Fraud: Annual Report 2010 / 2011</li> <li>• Annual Governance Statement</li> <li>• Statement of Accounts 2010 / 2011</li> <li>• Feedback Report</li> </ul>
September 2011	<p>Work Programme</p> <ul style="list-style-type: none"> <li>• Risk Management Strategy</li> <li>• RIPA: Progress Report Q1</li> <li>• Treasury Management Update</li> <li>• Feedback Report</li> </ul>
September 2011	<p>Work Programme</p> <ul style="list-style-type: none"> <li>• Audit of Statement of Accounts</li> <li>• Feedback Report</li> </ul>

Date	
November 2011	<p>Work Programme</p> <ul style="list-style-type: none"> <li>• Internal Audit: Mid-Year Progress against Audit Plan</li> <li>• Risk Management: Strategic Risks</li> <li>• RIPA: Progress Report Q2</li> <li>• Feedback Report</li> </ul>
February 2012	<p>Work Programme</p> <ul style="list-style-type: none"> <li>• External Audit: Annual Audit Letter</li> <li>• External Audit: Report to Management</li> <li>• External Audit: Grant Claims Annual Certification</li> <li>• Feedback Report</li> </ul>
March 2012	<p>Work Programme</p> <ul style="list-style-type: none"> <li>• RIPA: Progress Report Q3</li> <li>• Internal Audit: Strategy and Audit Plan 2012 / 2013</li> <li>• External Audit: Audit Plan</li> <li>• Feedback Report</li> </ul>

Each meeting may be supplemented by additional reports deemed appropriate for the Committee. 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.