

AUDIT COMMITTEE WORK PROGRAMME 2007/9

Head of Finance

1 Purpose

- 1.1 To discuss the work programme for the Audit Committee for the remainder of the financial year 2007-8 and for 2008-9.

2 Recommendations/for decision

- 2.1 The Committee is asked to review, amend & approve the proposed Work Programme for the years 2007-9.

3 Options considered

- 3.1 None

4 Reasons for Recommendation

- 4.1 To allow Members of the Committee to discuss and agree their work for the current and next financial years.

5 Resource implications

- 5.1 An allowance has been included in the Internal Audit Plan to support the work of the Audit Committee. There are no additional direct resource implications arising from this report.

6 Response to Key Aims and Outcomes

- 6.1 The Audit Committee is a key component of corporate governance. It is a key source of assurance about the organisation's arrangements for managing risk, maintaining an effective control environment, and reporting on financial and non-financial performance.

AUDIT COMMITTEE WORK PROGRAMME 2007/09

(covering the period September 2007 to March 2009)

AUDIT COMMITTEE WORK PROGRAMME 2007/09

Item	20 07		20 08							20 09								
	S	O	N	D	J	F	M	A	M	J	J	A	M	J	J	A	M	
	13	7	14	11	18	15	12	9	16	13	10	7	4	1	15	12	9	
Audit Committee Work Programme	X																	
Member Training Sessions				X	X													

Audit Commission Governance Letter																			X
Opinion & Final Statement																			X
Adoption of Final Accounts																			X
Interim Memorandum																			X
External Audit Progress Report																			X
External Audit Use of Resources Conclu																			X
BVPI / Data Quality																			X
External Audit Annual Audit Letter																			X
External Audit Plan																			X

Internal Audit Plan																				X
Internal Audit Progress Report																				X
Audit Tracker																				X
Review of Internal Audit effectiveness																				X
CIPFA Internal Benchmarking results																				X
Use of Resources & VFM Update																				X
Annual Governance Statement																				X
Draft Statement of Accounts																				X

AUDIT COMMITTEE WORK PROGRAMME 2007/09

Item	Contact Officer	20 07											
		S R	O	N	D	J	P	M	A	M	J	J	
Post Audit Statement of Accounts	Andrew Small												X

Data Security	Peter Watson						X						
Business Continuity Planning	Gary Dawson			X									
Collection & Debt Write off process	Peter Watson									X			
Risk Management	Peter Watson							X					

Member Training sessions: 7/11/07 - Audit Fraud Investigation unit, 11/12/07 - "The Role of the Audit Committee", 19/02/08 Risk Management, 24/6/08 - "Debt Management and write offs"