

AUDIT COMMITTEE WORK PROGRAMME 2008/9

Head of Finance

1 Purpose

- 1.1 To approve the work programme for the Audit Committee for the financial year 2008-9, amended to include the additional items requested at the last meeting of the Audit Committee.

2 Recommendations/for decision

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| 2.1 The Committee is asked to review, amend & approve the proposed Work Programme for the year 2008-9. |
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3 Options considered

- 3.1 None

4 Reasons for Recommendation

- 4.1 To allow Members of the Committee to agree their revised work programme for the next financial year.

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	Contact Officer	20 07							20 08							2009				
		S 18	O 7	N 11	D 11	J 19	F 17	M 17	A	M	J 24	J	A	S 16	O	N 5	D 8	J	F	M 16
Audit Committee Work Programme	Peter Watson	X					X													X
Member Training Sessions	Peter Watson			X	X					X										
Audit Commission Governance Letter	Michael Yeats	X													X					
Opinion & Final Statement	Michael Yeats														X					
Adoption of Final Accounts	Michael Yeats														X					
Interim Memorandum	Michael Yeats			X											X					
External Audit Progress Report	Michael Yeats				X			X					X							X
External Audit Use of Resources Conclus	Michael Yeats														X					
BVPI / Data Quality	Michael Yeats															X				
External Audit Annual Audit Letter	Michael Yeats								X											
External Audit Plan	Michael Yeats									X										
Internal Audit Plan	Val Hinkins	X								X										X
Internal Audit Progress Report	Val Hinkins	X								X			X							X
Audit Tracker	Val Hinkins								X	X			X							X
Review of Internal Audit effectiveness	Val Hinkins			X																X
CIPFA Internal Benchmarking results	Val Hinkins			X																X
Use of Resources & VFM Update	Peter Watson											X								
Annual Governance Statement	Peter Watson								X											
Draft Statement of Accounts	Andrew Small																X			

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		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Post-Audit Statement of Accounts	Andrew Small	18		7	11		19	17			24			16		5	8			16
													X							

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