AUDIT COMMITTEE WORK PROGRAMME 2007/09

(covering the period September 2007 to March 2009)

		20 07				20 08													2009			
Item	Contact Officer	S 19	0	N	D	J	F	M	Α	M	J	J	Α	S 1(0	N	D	J	F	M		
		18		7	11		19	17		12	24			16		5	8			16		
Audit Committee Work Programme	Val Hinkins	Х					Х	Х			Х			Х			Х			х		
Member Training Sessions	Val Hinkins			Х	Х		Х				Х											
Audit Committee Annual Report	Val Hinkins																					
Audit Commission Governance Letter	Michael Yeats	Х												Х		Х						
Opinion & Final Statement	Michael Yeats													Х		Х						
Adoption of Final Accounts	Michael Yeats															Х						
Interim Memorandum	Michael Yeats			Х										Х		Х						
External Audit Progress Report	Michael Yeats				Х			Х			Х			Х			Х			Х		
External Audit Use of Resources Conclus	Michael Yeats															Х						
BVPI / Data Quality	Michael Yeats																Х					
External Audit Annual Audit Letter	Michael Yeats							Х												Х		
External Audit Plan	Michael Yeats							х			Х											
Internal Audit Plan	Val Hinkins	Х						Х			Х									Х		
Internal Audit Progress Report	Val Hinkins	Х						Х			Х			Х			Х			Х		
Audit Tracker	Val Hinkins						Х	Х			Х			Х			Х			Х		
Review of Internal Audit effectiveness	Val Hinkins			Х												Х						
CIPFA Internal Benchmarking results	Val Hinkins			Х												Х						
Annual Governance Statement	Val Hinkins							Х			Х											
Draft Statement of Accounts	Andrew Small										Х											

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Item		20 07					20 08													
	Contact Officer	S	0	Ν	D	J	F	Μ	Α	Μ	J	J	Α	S	0	Ν	D	J	F	Μ
		18		7	11		19	17		12	24			16		5	8			16
Post Audit Statement of Accounts	Andrew Small													Х						

Update Items covered in Briefing Notes from June 2008 onwards

Use of Resources & VFM Update	Val Hinkins							Х		Х				
Data Security	Val Hinkins							х						
Business Continuity Planning	Gary Dawson		Х			Х		Х		Х		Х		Х
Risk Management	Val Hinkins				Х			Х				Х		Х
Review of costs of Theatre	Norman Skedge									Х				
Review of Risk Registers for Theatre, Waterside, Growth Agenda & Offices	Norman Skedge, Nigel Brooke						х			Х		х		х

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"