

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	N 7	D 11	J	F 19	M 17	A	M 12	J 24	J	A	S 16	O	N 5	D 8	J	F	M 16
Audit Committee Work Programme	Val Hinkins	X					X	X			X			X			X			X
Member Training Sessions	Val Hinkins			X	X		X				X									
Audit Committee Annual Report	Val Hinkins																			X
Audit Commission Governance Letter	Michael Yeats	X												X		X				
Opinion & Final Statement	Michael Yeats													X		X				
Adoption of Final Accounts	Michael Yeats													X		X				
Interim Memorandum	Michael Yeats			X										X						
External Audit Progress Report	Michael Yeats				X			X			X			X			X			X
External Audit Use of Resources Conclusions	Michael Yeats															X				
BVPI / Data Quality	Michael Yeats																X			
External Audit Annual Audit Letter	Michael Yeats							X												X
External Audit Plan	Michael Yeats							X			X									
Internal Audit Plan	Val Hinkins	X						X			X									X
Internal Audit Progress Report	Val Hinkins	X						X			X			X			X			X
Audit Tracker	Val Hinkins						X	X			X			X			X			X
Review of Internal Audit effectiveness	Val Hinkins			X												X				
CIPFA Internal Benchmarking results	Val Hinkins			X												X				
Annual Governance Statement	Val Hinkins							X			X									
Draft Statement of Accounts	Andrew Small										X									

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Post Audit Statement of Accounts	Andrew Small													X						

Update Items covered in Briefing Notes from June 2008 onwards

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