AUDIT COMMITTEE WORK PROGRAMME 2007/09

(covering the period September 2007 to March 2009)

AUDIT COMMITTEE WORK PROGRAMME 2007/09

		20 07				20 08													2009			
Item	Contact Officer	S	0	N	D	J	F	M	A	M	J	J	A	S	0	N 5	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			X		
Member Training Sessions	Val Hinkins			Χ	Х		Χ				Χ											
Audit Committee Annual Report	Val Hinkins																			X		
Audit Commission Governance Letter	Michael Yeats	Χ												Χ		Χ	Χ					
Opinion & Final Statement	Michael Yeats													Χ		Χ						
Adoption of Final Accounts	Michael Yeats													Χ		Χ						
Interim Memorandum	Michael Yeats			Χ										Χ								
External Audit Progress Report	Michael Yeats				Х			Х			Χ			Х			Χ			Х		
External Audit Use of Resources Conclus	Michael Yeats															Χ						
BVPI / Data Quality	Michael Yeats																Χ					
External Audit Annual Audit Letter	Michael Yeats							Х												Χ		
External Audit Plan	Michael Yeats							Х			Χ											
Internal Audit Plan	Val Hinkins	Χ						Х			Χ									X		
Internal Audit Progress Report	Val Hinkins	Χ						Х			Χ			Χ			Χ			X		
Audit Tracker	Val Hinkins						Χ	Χ			Χ			Χ								
Review of Internal Audit effectiveness	Val Hinkins			Χ												Χ						
CIPFA Internal Benchmarking results	Val Hinkins			Χ												Χ						
Annual Governance Statement	Val Hinkins							Х			Х											
Draft Statement of Accounts	Andrew Small										Х											

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		20 07					20 08														
	Item	Contact Officer	S	0	N	D	J	F	M	A	M	J	J	A	S	0	N	D	J	F	M
			18		7	11		19	17		12	24			16		5	8			16
	Post Audit Statement of Accounts	Andrew Small													Χ						

Update Items covered in Briefing Notes from June 2008 onwards

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

Need to add items on Treasury mgt processes, strategy, etc. and another item on debt write offs. See notes in blue book from 7/11 cttee.