

## **AUDIT COMMITTEE WORK PROGRAMME**

Corporate Director (Resources)

### **1 Purpose**

- 1.1 To approve the work plan for the Audit Committee for the financial year 2009/10.

### **2 Recommendations/for decision**

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| 2.1 The Committee is asked to review, amend and approve the proposed Work Programme for the year 2009/10. |
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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 current 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 Objectives**

- 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.

Contact Officer  
Background Documents

Val Hinkins 01296 585343  
Audit Committee Minutes

AUDIT COMMITTEE  
WORK PROGRAMME

2008/10

(covering the period September 2008 to March 2010)

Item	Contact Officer	20 08				20 09								2010						
		S 16	O	N 5	D 8	J	F	M 16	A	M	J 29	J	A	S 15	O	N 4	D	J	F	M
Audit Committee Work Programme	Val Hinkins	X			X			X			X			X			X			X
Member Training Sessions	Val Hinkins				X			X												
Audit Committee Annual Report	Val Hinkins							X												X
Audit Commission Governance Report	Michael Yeats	X		X	X			X			X			X						
Opinion & Final Statement	Michael Yeats			X									X							
Adoption of Final Accounts	Michael Yeats	X		X									X							
Interim Memorandum	Michael Yeats									X										
External Audit Progress Report	Michael Yeats	X			X			X			X			X			X			X
External Audit Use of Resources Conclus	Michael Yeats			X				X					X							
BVPI / Data Quality	Michael Yeats				X			X					X							
External Audit Annual Audit Letter	Michael Yeats							X								X				X
External Audit Plan	Michael Yeats									X										
Internal Audit Plan	Val Hinkins							X			X									X
Internal Audit Progress Report	Val Hinkins	X			X			X												
Audit Tracker	Val Hinkins	X																		
Audit Briefing Note	Val Hinkins	X			X			X			X			X			X			X
Review of Internal Audit effectiveness	Val Hinkins			X												X				
CIPFA Internal Benchmarking results	Val Hinkins			X												X				
Risk Management Strategy	Val Hinkins	X																		
Counter Fraud Policy	Val Hinkins				X															
Annual Governance Statement	Val Hinkins							X			X									
Draft Statement of Accounts	Andrew Small										X									
Post Audit Statement of Accounts	Andrew Small													X						

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**Update Items covered in Briefing Notes or Information / training sessions from June 2008 onwards**

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