

## **AUDIT COMMITTEE WORK PROGRAMME**

Corporate Director (Resources)

### **1 Purpose**

- 1.1 To amend and approve the work programme for the Audit Committee for the current financial year.

### **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 financial year 2009/2010. |
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### **3 Reasons for Recommendation**

- 3.1 To allow members of the Committee to agree their revised work programme for the current financial year.
- 3.2 The updated work programme reflects the changes agreed at previous Audit Committee meetings in June and September 2009.

### **4 Resource implications**

- 4.1 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.

### **5 Response to Key Aims and Objectives**

- 5.1 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 papers

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 7	J	F 15	M 15
Audit Committee Work Programme	Val Hinkins	X			X			X			X			X		X	X			X
Member Training / Briefing Sessions	Val Hinkins				X			X								X	X			
Audit Committee Annual Report	Val Hinkins							X											X	
Audit Commission Governance Report (ISA 260)	Michael Yeats	X		X	X			X						X		X				
External Audit Use of Resources Conclusion - included in AGR	Michael Yeats			X				X						X						
Ext. Audit UofR Managing Performance / Organisational assessment	Michael Yeats			X				X									?			
BVPI / Data Quality now included in Use of Resources conclusion	Michael Yeats				X			X												
External Audit Annual Audit & Inspection Letter	Michael Yeats							X									X			
External Audit Update	Michael Yeats									X				X		X	X			X
Internal Audit Plan	Val Hinkins							X												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												X						
Counter Fraud Policies	Val Hinkins				X												X			
Annual Governance Statement	Val Hinkins							X		X										X
Statement of Accounts	Andrew Small									X										
Post Audit Statement of Accounts	Andrew Small													X						

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<b>Update Items covered in Briefing Notes or Information / training sessions from June 2008 onwards</b>																				
Business Continuity Planning	Gary Dawson	X		X			X				X			X			X			X
Risk Management	Evelyn Kaluza	X		X			X				X						X			X
Review of Risk Registers for Theatre, Waterside, Growth Agenda & Offices	Nigel Brooke / Evelyn Kaluza	X					X				X			X			X			X
National Fraud Initiative	Val Hinkins			X			X										X			
Structure of AVDC's Accounts	Andrew Small																			
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"

IFRS 4/11/2009, Fraud update 7/12/2009

"Understanding AVDC's Statutory accounts" Feb 2010, insurance, contract procedures and procurement, Use of Resources - lessons learnt.