

## **AUDIT COMMITTEE WORK PROGRAMME**

Corporate Director (Resources)

### **1 Purpose**

- 1.1 To discuss, amend and approve the work programme for the Audit Committee for the remainder of the current financial year and for 2010-2011.

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

- |  |
|--|
| 2.1 The Committee is asked to review, amend and approve the proposed work programme. |
|--|

### **3 Supporting information**

- 3.1 The proposed work programme has been prepared taking into account the comments and requests made at previous Audit Committee meetings and the requirements of the Internal and External Audit process.
- 3.2 The Committee is being asked to consider whether they wish to add or remove any items and whether the timing of items is appropriate for their needs.
- 3.3 The Committee is also asked to consider whether there are areas or topics on which they would like to receive additional information in informal sessions outside their formal Committee meetings.

### **4 Options considered**

- 4.1 None

### **5 Reasons for Recommendation**

- 5.1 To allow Members of the Audit Committee to amend and agree their work programme.

### **6 Resource implications**

- 6.1 An allowance is always included in the Internal Audit Annual Plan to support the work of the Audit Committee. There are no additional direct resource implications arising from this report.

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

- 7.1 The Audit Committee is a key component of corporate governance. It forms part of the Council'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 2009-2010

AUDIT COMMITTEE  
WORK PROGRAMME

2010/11

(covering the period February 2010 to March 2011)

Item	Contact Officer	20 09				20 10										2011				
		S 15	O 4	N 7	D	J	F 15	M 15	A	M	J 28	J	A	S 27	O	N 2	D 6	J	F 28	M 15
Audit Committee Work Programme	Val Hinkins	X		X	X		X	X			X			X		X	X		X	X
Member Training / Briefing Sessions	Val Hinkins			X	X					X										
Audit Committee Annual Report	Val Hinkins							X												X
External Audit Plan	Michael Yeats					X														
Audit Commission Governance Report (ISA 260)	Michael Yeats	X		X												?	X			
Ext. Audit UofR Managing Performance / Organisational assessment	Michael Yeats				X												X			
External Audit Annual Audit & Inspection Letter	Michael Yeats				X												X			
External Audit AGR for Grant Claims	Michael Yeats					X													X	
Interim Audit Review of Material Information Systems	Michael Yeats									X										
External Audit Update	Michael Yeats	X		X	X			X		X			X				X			X
Whole of Government Accounts	Michael Yeats																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			
Annual Governance Statement	Val Hinkins					X	X			X								X	X	
Statement of Accounts	Andrew Small									X										
Post Audit Statement of Accounts	Andrew Small	X												X						

Any constraints on date for this?

Feb Plan, March draft, Final version June

Item	Contact Officer	20 09				20 10										2011				
		S 15	O 4	N 7	D 7	J 15	F 15	M 15	A 15	M 15	J 28	J 28	A 27	S 27	O 2	N 2	D 6	J 28	F 28	M 15
<b>Update Items covered in Briefing Notes or Information / training sessions from June 2008 onwards</b>																				
Business Continuity Planning	Gary Dawson	X			X			X												
Risk Management	Evelyn Kaluza				X			X												
Review of Risk Registers for Theatre, Waterside, Growth Agenda & Offices	Nigel Brooke / Evelyn Kaluza	X			X			X												
National Fraud Initiative	Val Hinkins				X					X										
Structure of AVDC's Accounts	Andrew Small									X										
Internal Audit Progress report, Audit Trac	Val Hinkins	X			X			X		X			X			X				X
Update on preparation for IFRS at AVDC	Val Hinkins / Andrew Small						X			X										

National rpt. Due May 2010

Member Training sessions:

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

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

June mtg. in future interim audit review of material information systems.