

AUDIT COMMITTEE WORK PROGRAMME

1 Purpose

- 1.1 To discuss, amend and approve the future work programme for the Audit Committee.

2 Recommendations/for decision

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| 2.1 | The Committee is asked to review, amend and approve the proposed work programme. Appendix 1 |
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3 Supporting information

- 3.1 The proposed 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 asked to consider whether they wish to add or remove any items and whether the timing of items is appropriate to their needs.
- 3.3 The Committee is also asked to consider whether there are any additional areas or topics not included in the current work programme which they would like to add.
- 3.4 As agreed at the January 2016 meeting, the "Audit Committee Annual Report" has been moved to the July meeting. It is proposed that the "Audit Committee Review of Effectiveness" is also brought to the same meeting.

4 Reasons for Recommendation

- 4.1 To allow members of the Audit Committee to amend and agree their work programme.

5 Resource implications

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

Contact Officer

Kate Mulhearn - Business Assurance Services Manager
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Background Documents

None

AUDIT COMMITTEE WORK PROGRAMME 2015-16

Item	Contact Officer	28 Sep	9 Nov	25 Jan	21 Mar	25 July
		2015	2015	2016	2016	2016
Audit Committee Work Programme	Kate Mulhearn	X	X	X	X	X
Member Training / Briefing Sessions	Kate Mulhearn	X		X		X
Audit Committee Annual Report	Kate Mulhearn					X
External Audit Plan & fee letter	David Guest				X	
External Audit - Audit Results Report (ISA 260)	David Guest	X				
External Audit Annual Letter	David Guest		X			
External Audit AGR for Grant Claims	David Guest			X		
External Audit Update / Progress Report	David Guest		X	X		X
Annual Assurance Strategy and Plan	Kate Mulhearn				X	
Assurance Progress Report	Kate Mulhearn	X	X	X	X	X
Audit Committee Review of Effectiveness	Kate Mulhearn				X*	
Risk Management Progress Report	Kate Mulhearn	X			X	
Fraud Progress	Kate Mulhearn			X		X
Business Assurance Services Manager's Annual Report	Kate Mulhearn					X
Annual Governance Statement	Kate Mulhearn				X	X
Statement of Accounts	Tony Skeggs					X
Post Audit Statement of Accounts	Tony Skeggs	X				
Working Balances	Tony Skeggs					X

*Propose to bring the Audit Committee Review of Effectiveness to the July Meeting along with Audit Committee Annual Report