

SWALE BOROUGH COUNCIL

AUDIT COMMITTEE

Draft Work Programme

**Future meeting dates to be confirmed at Annual Council in
May 2013**




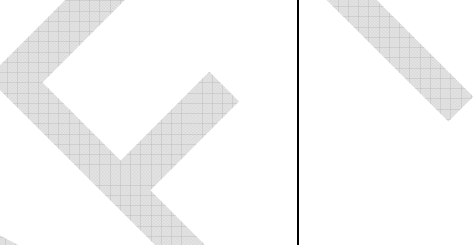


Statement of Purpose:

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process, including approval of the annual statement of accounts.

Audit Committee Members: Membership for 2013-14 to be confirmed at Annual Council in May 2013

	<p>Chair: Councillor Nicholas Hampshire Party: Conservative Ward: Borden Phone: 01795 477560 (evening only), 07739 108756 (daytime) Email: nicholashampshire@hotmail.com</p>		<p>Vice Chair: Councillor Colin Prescott Party: Conservative Ward: East Downs Phone: 01795 590054 Email: colinprescott@swale.gov.uk</p>
	<p>Councillor Andy Booth Party: Conservative Ward: Minster Cliffs Phone: 07912 464213 Email: andybooth@swale.gov.uk</p>		<p>Councillor John Coulter Party: Conservative Ward: St Anns Phone: 01795 539046 Email: johncoulter@swale.gov.uk</p>
	<p>Councillor Adrian Crowther Party: Ungrouped Member Ward: Minster Cliffs Phone: 01795 874418 Email: Adrian.crowther@kent.gov.uk</p>		<p>Councillor Angela Harrison Party: Labour Ward: Sheerness West Phone: 01795 665029 Email: angelaharrison@swale.gov.uk</p>

	<p>Councillor Mike Haywood Party: Labour Ward: Roman Phone: 07960 173264 Email: haywoodm@sky.com</p>		<p>Councillor Peter Marchington Party: Conservative Ward: Queenborough and Halfway Phone: 01795 661960 (evenings only) Email: petermarchington@hotmail.co.uk</p>
	<p>Councillor Ted Wilcox Party: Conservative Ward: Watling Phone: 01795 533004 Email: ted.wilcox@btinternet.com</p>		

Audit Committee Terms of Reference

1. Consider the effectiveness of the authority's risk management arrangements, the control environment and associated antifraud and anti-corruption arrangements.
2. Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
3. Be satisfied that the authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and any actions required to improve it.
4. Approve (but not direct) internal Audit's strategy and Annual Audit Plan and monitor performance against them.
5. Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
6. Receive the annual report of the Head of Internal Audit
7. Consider the reports of external audit and inspection agencies.
8. Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
9. Review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit.
10. Approve the Annual Statement of Accounts.
11. Present an annual report to the Executive on exceptions and highlights throughout the year.

Work Programme:

Date of Meeting	Title of Report	Key Officer Contact
<i>26 June 2013 (TBC)</i>	Benefit Fraud Annual report 2012/13	Janice Watts
	Internal Audit Annual Report 2012/13	Brian Parsons
	Annual Governance Statement	Nick Vickers
	Audit Committee Annual Report	Brian Parsons
	Audit Plan 2012/13	External Audit
	Fee Letter 2013/14	External Audit
	Work Programme	Democratic Services
<i>25 September 2013 (TBC)</i>	Annual Governance Report	External Audit
	Strategic Risk Register	Jennie Daughtry
	Treasury Management Annual Review	Nick Vickers
	Annual Accounts 2011/12	Nick Vickers
	Audit Committee Work Programme	Democratic Services
<i>11 December 2013 (TBC)</i>	Treasury Management Half Year Review	Nick Vickers
	Strategic Risk Registers - Action Plans	Brian Parsons
	Internal Audit Partnership - progress reports	Brian Parsons

	Internal Audit Interim Report	Brian Parsons
	Audit Committee Work Programme	Democratic Services
<i>26 March 2014 (TBC)</i>	Internal Audit Plan 2014/15	Brian Parsons
	Certification of Claims and Returns	External Audit
	Audit Plan and Progress Report	External Audit
	Strategic Risk Register	Jennie Daughtry
	Public Sector Internal Audit Standards	Brian Parsons
	Audit Committee Work Programme	Democratic Services