

**SWALE BOROUGH COUNCIL**

# **AUDIT COMMITTEE**

**Draft Work Programme**

**2016/17**






## 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:

	<p><b>Chairman: Councillor Nicholas Hampshire</b> <b>Party:</b> Conservative <b>Ward:</b> Borden and Grove Park <b>Phone:</b> 01795 477560 (evening only), 07739 108756 (daytime) <b>Email:</b> nicholashampshire@hotmail.com</p>		<p><b>Vice-Chairman Councillor Nigel Kay</b> <b>Party:</b> Conservative <b>Ward:</b> St Ann's <b>Phone:</b> 01795 531298/07710 487129 <b>Email:</b> nigelkay@swale.gov.uk</p>
	<p><b>Councillor Andy Booth</b> <b>Party:</b> Conservative <b>Ward:</b> Minster Cliffs <b>Phone:</b> 07912 464213 <b>Email:</b> andybooth@swale.gov.uk</p>		<p><b>Councillor Roger Clark</b> <b>Party:</b> Conservative <b>Ward:</b> Milton Regis <b>Phone:</b> 07960 381095 <b>Email:</b> clark.miltonregis@gmail.com</p>
	<p><b>Councillor Adrian Crowther</b> <b>Party:</b> UKIP <b>Ward:</b> Minster Cliffs <b>Phone:</b> 01795 874418 <b>Email:</b> Adrian.crowther@kent.gov.uk</p>		<p><b>Councillor Mick Galvin</b> <b>Party:</b> UKIP <b>Ward:</b> Sheerness <b>Phone:</b> 01795 666903 <b>Email:</b> mickgalvin@swale.gov.uk</p>

	<p><b>Councillor Angela Harrison</b>  <b>Party:</b> Labour  <b>Ward:</b> Sheerness  <b>Phone:</b> 01795 665029  <b>Email:</b> angelaharrison@swale.gov.uk</p>		<p><b>Councillor Samuel Koffie-Williams</b>  <b>Party:</b> Conservative  <b>Ward:</b> Murston  <b>Phone:</b> 07484274235  <b>Email:</b> samuelkwilliams@swale.gov.uk</p>
	<p><b>Councillor Peter Marchington</b>  <b>Party:</b> Conservative  <b>Ward:</b> Queenborough and Halfway  <b>Phone:</b> 01795 661960 (evenings only)  <b>Email:</b> petermarchington@hotmail.co.uk</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:

<b>Date of Meeting</b>	<b>Title of Report</b>	<b>Key Officer Contact</b>
<i>8 June 2016</i>	<b>Internal Audit Annual Report 2015/16</b>	Rich Clarke
	<b>Annual Governance Statement</b>	Nick Vickers
	<b>Audit Committee Annual Report</b>	Rich Clarke
	<b>Fee Letter 2016/17</b>	External Audit
	<b>Future Appointment of External Auditors</b>	Nick Vickers
	<b>2015/16 Audit Plan – External Audit</b>	External Audit
	<b>Audit Committee Work Programme 2016/17</b>	Democratic Services
<i>14 September 2016</i>	<b>Annual Financial Report 2015/16 and Audit Findings Report</b>	Nick Vickers
	<b>Annual Treasury Management Report 2015/16</b>	Nick Vickers
	<b>External Auditor Appointment</b>	Nick Vickers
	<b>Audit Committee Work Programme</b>	Democratic Services
<i>30 November 2016</i>	<b>Treasury Management Half Year Review</b>	Nick Vickers
	<b>Annual Audit Letter</b>	External Audit
	<b>Audit Committee Update</b>	External Audit
	<b>Internal Audit Interim Report</b>	Rich Clarke

	<b>Audit Committee Work Programme</b>	Democratic Services
<i>8 March 2017</i>	<b>Internal Audit Plan 2017/18</b>	Rich Clarke
	<b>Risk Management Update and Corporate Level Risks</b>	Russell Heppleston
	<b>Certification of Claims and Returns 2015/16</b>	External Audit
	<b>Audit Committee progress report and update</b>	External Audit
	<b>Audit Committee Work Programme</b>	Democratic Services

DRAFT