

<b>Audit Committee Meeting</b>	<b>Agenda Item:</b>
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<b>Meeting Date</b>	19 <sup>th</sup> September 2011
<b>Report Title</b>	Audit Committee Work Programme
<b>Portfolio Holder</b>	Cllr Duncan Dewar-Whalley - Cabinet Member for Finance and Performance
<b>SMT Lead</b>	Mark Radford – Director of Corporate Services
<b>Head of Service</b>	Brian Parsons - Head of Audit Partnership
<b>Lead Officer</b>	Jennifer Daughtry – Audit Manager
<b>Key Decision</b>	<b>No</b>
<b>Classification</b>	<b>Open</b>

<b>Recommendations</b>	1. That agreement be given to the introduction of a future Work Programme for the Audit Committee
	2. That the Work Programme be circulated at Committee Meetings for discussion.
	3. That Members submit topics for future inclusion in the Work Programme during Committee Meetings

## **Purpose of Report and Executive Summary**

- 1.1 This report provides a template document to be introduced to enable the more efficient scheduling of the Audit Committee work programme for the year ahead. It is proposed that the Work Programme will be considered during each future meeting of the Committee to ensure the timely scheduling of reports and training/briefing to enable the Committee to discharge its duties most effectively.

## **2 Background**

- 2.1 The Audit Committee meets five times each year to provide independent oversight of the adequacy of the risk management framework and the associated control environment; independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process, including approval of the annual statement of accounts.
- 2.2 This requires consideration of a wide range of reports and statements and an ongoing requirement for training and briefings.

### **3 Proposal**

- 3.1 Following previous discussions at Audit Committee, it is proposed that a forward looking Work Programme is maintained to most effectively schedule reports, briefing and training activities during the year ahead.
- 3.2 Committee Members, Officers and External Auditors will be encouraged to submit relevant items for consideration for future meetings.
- 3.3 The Work Programme will be included by Committee Services as a standard agenda item at the end of each Committee Meeting for consideration by members, and to enable officers to prepare future reports, briefing materials etc in accordance with the Programme.
- 3.4 A draft Work Programme is attached at Appendix I. The items shown for the September meeting and beyond are provisional.

### **4 Alternative Options**

- 4.1 Current arrangements for the compilation of agendas and events could continue but it is considered that an agreed work programme will help to support desired improvements in Committee use of resources and effectiveness

### **5 Consultation Undertaken or Proposed**

- 5.1 This proposal has been discussed with the Chairman of the Audit Committee, the Director of Corporate Services and the Committee Services function to confirm the benefits to be obtained from introducing a work programme.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	This proposal will support the Committee in discharging its independent assurance duties effectively.
Financial, Resource and Property	This proposal will support the more efficient and effective officer support to the Committee
Legal and Statutory	There are no direct implications at this stage.
Crime and Disorder	There are no direct implications at this stage.
Risk Management and Health and Safety	This proposed programme will assist the Committee in discharging its independent assurance and scrutiny duties effectively.

Equality and Diversity	There are no direct implications at this stage.
Sustainability	There are no direct implications at this stage.

## **7 Appendices**

7.1 The following documents are to be published with this report and form part of the report

- Appendix I: Draft Work Programme

## **8 Background Papers**

8.1 There are no associated background papers.