

SWALE BOROUGH COUNCIL

AUDIT COMMITTEE

Draft Work Programme

27 June 2012 to 20 March 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:

	<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 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 Mike Henderson Party: Liberal Democrat Ward: Davington Priory Phone: 01795 534368 or 07900265337 Email: mr.michaelhenderson@virgin.net</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
23 May 2012	Financial Regulations Update	Nick Vickers
	Benefit Fraud Annual report 2011/12	Janice Watts
	Audit Committee Update 2011/12	Brian Parsons
	Internal Audit Annual Report 2011/12	Brian Parsons
19 June 2012	Annual Governance Statement	Nick Vickers
	Audit Committee Annual Report	Brian Parsons
	Work Programme	Democratic Services
19 September 2012	Development Control Enforcement and S106 Administration – internal control improvements	James Freeman
	Audit Commission Annual Governance Report 2010/11	Steve Golding
	Strategic Risk Register	Brian Parsons
	Review of Audit Committee	Brian Parsons
	Treasury Management Annual Review	Nick Vickers
	Annual Accounts 2011/12	Nick Vickers
	Audit Committee Work Programme	Democratic Services
19 December 2012	Development Control Enforcement – internal control improvements	James Freeman

	Audit Fee 2012/13	External Audit
	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
20 March 2013	Internal Audit Plan 2013/14	Brian Parsons
	Certification of Claims and Returns	External Audit
	Audit Plan	External Audit
	Audit Committee Work Programme	Democratic Services