

**SWALE BOROUGH COUNCIL**

# **AUDIT COMMITTEE**

**Draft Work Programme**

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## 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>Chair: Councillor Nicholas Hampshire</b> <b>Party:</b> Conservative <b>Ward:</b> Borden <b>Phone:</b> 01795 477560 (evening only), 07739 108756 (daytime) <b>Email:</b> nicholashampshire@hotmail.com</p>		<p><b>Vice Chair: Councillor Pat Sandle</b> <b>Party:</b> Conservative <b>Ward:</b> Leysdown and Warden <b>Phone:</b> 01795 510400 <b>Email:</b> patriciasandle@aol.com</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 John Coulter</b> <b>Party:</b> Conservative <b>Ward:</b> St Anns <b>Phone:</b> 01795 539046 <b>Email:</b> johncoulter@swale.gov.uk</p>
	<p><b>Councillor Adrian Crowther</b> <b>Party:</b> Ungrouped Member <b>Ward:</b> Minster Cliffs <b>Phone:</b> 01795 874418 <b>Email:</b> Adrian.crowther@kent.gov.uk</p>		<p><b>Councillor Ed Gent</b> <b>Party:</b> Conservative <b>Ward:</b> Murston <b>Phone:</b> 07955 111981 <b>Email:</b> e.gent@sky.com</p>

	<p><b>Councillor Angela Harrison</b>  <b>Party:</b> Labour  <b>Ward:</b> Sheerness West  <b>Phone:</b> 01795 665029  <b>Email:</b> angelaharrison@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>
	<p><b>Councillor Tony Winckless</b>  <b>Party:</b> Labour  <b>Ward:</b> Milton Regis  <b>Phone:</b> 01795 425987  <b>Email:</b> tonywinckless@swale.gov.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>26 June 2013</i>	<b>Internal Audit Annual Report 2012/13</b>	Brian Parsons
	<b>Annual Governance Statement</b>	Nick Vickers
	<b>Audit Committee Annual Report</b>	Brian Parsons
	<b>Audit Plan 2012/13</b>	External Audit
	<b>Fee Letter 2013/14</b>	External Audit
	<b>Work Programme</b>	Democratic Services
<i>25 September 2013</i>	<b>Annual Governance Report</b>	External Audit
	<b>Strategic Risk Register</b>	Jennie Daughtry
	<b>Treasury Management Annual Review</b>	Nick Vickers
	<b>Annual Accounts 2011/12</b>	Nick Vickers
	<b>Benefit Fraud Annual report 2012/13</b>	Ginny Wilkinson
	<b>Audit Committee Work Programme</b>	Democratic Services
<i>11 December 2013</i>	<b>Treasury Management Half Year Review</b>	Nick Vickers
	<b>Strategic Risk Registers - Action Plans</b>	Brian Parsons
	<b>Internal Audit Partnership - progress reports</b>	Brian Parsons

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