

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>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 Pat Sandle Party: Conservative Ward: Leysdown and Warden Phone: 01795 510400 Email: patriciasandle@aol.com</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 Ed Gent Party: Conservative Ward: Murston Phone: 07955 111981 Email: e.gent@sky.com</p>

	<p>Councillor Angela Harrison Party: Labour Ward: Sheerness West Phone: 01795 665029 Email: angelaharrison@swale.gov.uk</p>		<p>Councillor Peter Marchington Party: Conservative Ward: Queenborough and Halfway Phone: 01795 661960 (evenings only) Email: petermarchington@hotmail.co.uk</p>
	<p>Councillor Tony Winckless Party: Labour Ward: Milton Regis Phone: 01795 425987 Email: 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:

Date of Meeting	Title of Report	Key Officer Contact
<i>26 June 2013</i>	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</i>	Annual Governance Report and Annual Accounts 2012/13	Nick Vickers
	Treasury Management Annual Review	Nick Vickers
	Benefit Fraud Annual report 2012/13	Ginny Wilkinson
	Internal Audit	Brian Parsons
	Audit Committee Work Programme	Democratic Services
<i>11 December 2013</i>	Treasury Management Half Year Review	Nick Vickers
	Annual Audit Letter	External Audit
	Internal Audit Interim Report	Brian Parsons
	Audit Committee Work Programme	Democratic Services

<i>26 March 2014</i>	Internal Audit Plan 2014/15	Brian Parsons
	Internal Audit Partnership - progress reports	Brian Parsons
	Strategic Risk Register	Russell Heppleston
	Strategic Risk Registers - Action Plans	Brian Parsons
	Certification of Claims and Returns	External Audit
	Audit Plan and Progress Report	External Audit
	Strategic Risk Register	Russell Heppleston
	Public Sector Internal Audit Standards	Brian Parsons
	Audit Committee Work Programme	Democratic Services