

# AUDIT COMMITTEE WORK PROGRAMME

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Terms of Reference	To take account of current guidance from CIPFA	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy &amp; Performance</p> <p><b>Council's key Priorities:</b> Organisational Performance</p>	Joan Hill	<p><b>Start Date:</b> 25/06/07</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 25/06/07</p>
Final Accounts 2006/07, including Statement on Internal Control and the Annual Efficiency Statement 2006/2007 (Backward Look)	To approve a pre-audit copy of the Council's Statement of Accounts and be satisfied that the statements have been properly prepared in accordance with the appropriate guidance	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy &amp; Performance; &amp; Financial and Asset Management</p> <p><b>Council's key Priorities:</b> Organisational Performance; &amp; Efficiency &amp; value for money</p>	Joan Hill	<p><b>Start Date:</b> 25/06/07</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 25/06/07</p>

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Annual Report from the Financial Services Manager 2006/2007	To inform members of the overall adequacy and effectiveness of the Council's internal control environment	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy and performance</p> <p><b>Council's key Priorities:</b> Organisational Performance</p>	Joan Hill	<p><b>Start Date:</b> 25/06/07</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 25/06/07</p>
Internal Audit Report - Quarter Ended 31st March 2007	To present a summary to members of the work undertaken by the Internal audit Section for the Quarter and to enable the committee to monitor the implementation of recommendations from Internal Audit.	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy &amp; Performance</p> <p><b>Council's key Priorities:</b> Financial and Asset Management</p>	Joan Hill	<p><b>Start Date:</b> 25/06/07</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 25/06/07</p>
KPMG Report to those in governance year ended 31/03/07	To consider the recommendations from External Audit	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy and Performance</p> <p><b>Council's key Priorities:</b> Organisational Performance</p>	Peter Jones	<p><b>Start Date:</b> 17/09/07</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 17/09/07</p>

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KPMG Interim Memorandum	To monitor corporate governance	<b>Community Strategy Theme:</b> <b>Corporate Plan Theme:</b> <b>Council's key Priorities:</b>	Peter Jones	<b>Start Date:</b> 17/09/07 <b>Frequency of meetings:</b> 1 <b>Completion Date:</b> 17/09/07
External Audit - Audit Commission - Audit and Inspection plan for the financial year 2007/2008	To note and discuss as necessary the external auditor's planned work programme for 2007/08	<b>Community Strategy Theme:</b> <b>Corporate Plan Theme:</b> <b>Council's key Priorities:</b>	Peter Jones	<b>Start Date:</b> 17/09/07 <b>Frequency of meetings:</b> 1 <b>Completion Date:</b> 17/09/07
Internal Audit Report Quarter ended 30th June 2007	To present a summary to members of the work undertaken by the Internal audit Section for the Quarter and to enable the committee to monitor the implementation of recommendations from Internal Audit.	<b>Community Strategy Theme:</b> Internal Organisational Theme <b>Corporate Plan Theme:</b> Improving Corporacy & Performance <b>Council's key Priorities:</b> Financial and Asset Management	Joan Hill	<b>Start Date:</b> 17/09/07 <b>Frequency of meetings:</b> 1 <b>Completion Date:</b> 17/09/07

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Audit and Inspection Progress Report	To receive a mid-year progress report on recommendations contained in the Annual Audit & Inspection letter reported to the Audit Committee on 24 April 2007	<b>Community Strategy Theme:</b> <b>Corporate Plan Theme:</b> <b>Council's key Priorities:</b>	Peter Jones	<b>Start Date:</b> 19/11/07 <b>Frequency of meetings:</b> 1 <b>Completion Date:</b> 19/11/07
External Funding Update	To receive a progress report on the External Funding Strategy for 2007/08	<b>Community Strategy Theme:</b> <b>Corporate Plan Theme:</b> <b>Council's key Priorities:</b>	Mike Parker	<b>Start Date:</b> 19/11/07 <b>Frequency of meetings:</b> Annually <b>Completion Date:</b> 19/11/07
Anti-Fraud and Corruption Policy Update	To receive and approve updated documents to take account of current guidance	<b>Community Strategy Theme:</b> Internal Organisational Theme <b>Corporate Plan Theme:</b> Improving Corporacy & Performance <b>Council's key Priorities:</b> Financial and Asset Management	Joan Hill	<b>Start Date:</b> 19/11/07 <b>Frequency of meetings:</b> 1 <b>Completion Date:</b> 19/11/07

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Position Statement on Corporate Procurement	To receive a progress report	<b>Community Strategy Theme:</b> Internal Organisational Theme <b>Corporate Plan Theme:</b> Improving Corporacy & Performance <b>Council's key Priorities:</b> Corporate Procurement	Joan Hill	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> 6 monthly  <b>Completion Date:</b> 19/11/07
Position Statement on Risk Management	To receive a progress report	<b>Community Strategy Theme:</b> Internal Organisational Theme <b>Corporate Plan Theme:</b> Improving Corporacy & Performance  <b>Council's key Priorities:</b> Risk Management	Joan Hill	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 19/11/07
Internal Audit Report Quarter Ended 30th September 2007	To present a summary to members of the work undertaken by the Internal audit Section for the Quarter and to enable the committee to monitor the implementation of recommendations from Internal Audit.	<b>Community Strategy Theme:</b> Internal Organisational Theme  <b>Corporate Plan Theme:</b> Improving Corporacy & Performance  <b>Council's key Priorities:</b> Financial and Asset Management	Joan Hill	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 19/11/07

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Internal Audit Report Quarter ended 31st December 2007	To present a summary to members of the work undertaken by the Internal audit Section for the Quarter and to enable the committee to monitor the implementation of recommendations from Internal Audit.	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy &amp; Performance</p> <p><b>Council's key Priorities:</b> Financial and Asset Management</p>	Joan Hill	<p><b>Start Date:</b> 29/01/08</p> <p><b>Frequency of meetings:</b> 1</p> <p><b>Completion Date:</b> 29/01/08</p>
Internal Audit Annual Plan 2008/2009	To inform members of the areas to be reviewed by Internal Audit in the forthcoming year.	<p><b>Community Strategy Theme:</b> Internal Organisational Theme</p> <p><b>Corporate Plan Theme:</b> Improving Corporacy &amp; Performance</p> <p><b>Council's key Priorities:</b> Financial and Asset Management</p> <p><b>Community Strategy Theme:</b></p> <p><b>Corporate Plan Theme:</b></p> <p><b>Council's key Priorities:</b></p>	Joan Hill	<p><b>Start Date:</b> 25/03/08</p> <p><b>Frequency of meetings:</b> Annually</p> <p><b>Completion Date:</b> 25/03/08</p>

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Corporate Governance Framework - Annual Review	To update the Council's Corporate Governance Framework	<b>Community Strategy Theme:</b> <b>Corporate Plan Theme:</b> <b>Council's key Priorities:</b>	Peter Jones	<b>Start Date:</b> 25/03/08 <b>Frequency of meetings:</b> Annually <b>Completion Date:</b> 25/03/08
Annual Audit and Inspection Letter 2006/2007 from Audit Commission and KPMG	To note the External Auditor's recommendations arising from audit and inspection work carried out during the previous year.	<b>Community Strategy Theme:</b> <b>Corporate Plan Theme:</b> <b>Council's key Priorities:</b>	Peter Jones	<b>Start Date:</b> 22/04/08 <b>Frequency of meetings:</b> Annually <b>Completion Date:</b> 22/03/08