

# 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	<b>Community Strategy Theme:</b> Internal Organisational Theme  <b>Corporate Plan Theme:</b> Improving Corporacy & Performance  <b>Council's key Priorities:</b> Organisational Performance	Joan Hill	<b>Start Date:</b> 25/06/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 25/06/07
Final Accounts 2006/07, including Statement on Internal Control and previous 6-7 efficiency statements	To be satisfied that the assurance statements properly reflect the risk environment.	<b>Community Strategy Theme:</b> Internal Organisational Theme  <b>Corporate Plan Theme:</b> Improving Corporacy & Performance  <b>Council's key Priorities:</b> Organisational Performance	Joan Hill	<b>Start Date:</b> 25/06/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 25/06/07
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	<b>Community Strategy Theme:</b> Internal Organisational Theme  <b>Corporate Plan Theme:</b> Improving Corporacy and performance  <b>Council's key Priorities:</b> Organisational Performance	Joan Hill	<b>Start Date:</b> 25/06/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 25/06/07

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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.	<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> 25/06/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 25/06/07
KPMG Report to those in governance year ended 31/03/07	To consider the recommendations from External Audit	<b>Community Strategy Theme:</b> Internal Organisational Theme  <b>Corporate Plan Theme:</b> Improving Corporacy and Performance  <b>Council's key Priorities:</b> Organisational Performance	Peter Jones	<b>Start Date:</b> 17/09/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 17/09/07
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

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External Audit - Audit Commission - Audit and Inspection plan for the financial year 2007/2008		<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>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 17/09/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 17/09/07
Audit and Inspection Progress Report		<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		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Delia Yapp	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> Annually  <b>Completion Date:</b> 19/11/07

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Anti-Fraud and Corruption Policy Update		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 19/11/07
Position Statement on Corporate Procurement		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 19/11/07
Position Statement on Risk Management		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 19/11/07  <b>Frequency of meetings:</b> 6 monthly  <b>Completion Date:</b> 19/11/07
Internal Audit Report Quarter Ended 30th September 2007		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	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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External Audit KPMG Annual External Audit Report 2006/07		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Peter Jones	<b>Start Date:</b> 29/01/07  <b>Frequency of meetings:</b> Annually  <b>Completion Date:</b> 29/01/07
Internal Audit Report Quarter ended 31st December 2007		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 29/01/08  <b>Frequency of meetings:</b> 1  <b>Completion Date:</b> 29/01/08
Internal Audit Annual Plan 2008/2009		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 25/03/08  <b>Frequency of meetings:</b> Annually  <b>Completion Date:</b> 25/03/08
Corporate Governance Framework - Annual Review		<b>Community Strategy Theme:</b>  <b>Corporate Plan Theme:</b>  <b>Council's key Priorities:</b>	Joan Hill	<b>Start Date:</b> 25/03/08  <b>Frequency of meetings:</b> Annually  <b>Completion Date:</b> 25/03/08

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Review of the arrangements for publicising the pre-audit copy of the Council's statement of accounts				
Appraisal of the merits of appointing an independent member to the Audit Committee				
Annual Audit and Inspection Letter 2006/2007 from Audit Commission and KPMG		<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