

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	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 25/06/07 Frequency of meetings: 1 Completion Date: 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.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 25/06/07 Frequency of meetings: 1 Completion Date: 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	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 25/06/07 Frequency of meetings: 1 Completion Date: 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.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Financial and Asset Management	Joan Hill	Start Date: 25/06/07 Frequency of meetings: 1 Completion Date: 25/06/07
KPMG Report to those in governance year ended 31/03/07	To consider the recommendations from External Audit	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 17/09/07 Frequency of meetings: 1 Completion Date: 17/09/07
KPMG Interim Memorandum	To monitor corporate governance	Community Strategy Theme: Internal Organisation Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 17/09/07 Frequency of meetings: Completion Date: 17/09/07

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External Audit - Audit Commission - Audit and inspection plan for the financial year 2007/2008	To be advised by the Audit Commission on the audit and inspection work that it proposes to carry out in 2007/08.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 17/09/07 Frequency of meetings: 1 Completion Date: 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.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Financial and Asset Management	Joan Hill	Start Date: 17/09/07 Frequency of meetings: 1 Completion Date: 17/09/07
Audit and Inspection Progress Report	To monitor progress of implementation of recommendations made by external audit.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Peter Jones	Start Date: 19/11/07 Frequency of meetings: 1 Completion Date: 19/11/07

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External Funding Update	To update the Audit Committee on the external funding process adopted by Wyre Forest District Council	Community Strategy Theme: Prosperity Corporate Plan Theme: Promoting Economic Prosperity Council's key Priorities: External funding	Delia Yapp	Start Date: 19/11/07 Frequency of meetings: Annually Completion Date: 19/11/07
Anti-Fraud and Corruption Policy Update	To consider an updated policy on dealing with theft, fraud and corruption issues.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Financial and Asset Management	Joan Hill	Start Date: 19/11/07 Frequency of meetings: 1 Completion Date: 19/11/07
Position Statement on Corporate Procurement	To update the Audit Committee on progress made on Corporate Procurement	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Corporate Procurement	Joan Hill	Start Date: 19/11/07 Frequency of meetings: 1 Completion Date: 19/11/07

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Position Statement on Risk Management	To update the Audit Committee on progress made on Corporate Risk Management	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving corporacy & Performance Council's key Priorities: Risk Management	Joan Hill	Start Date: 19/11/07 Frequency of meetings: 6 monthly Completion Date: 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.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Corporacy & Performance Council's key Priorities: Financial and Asset Management	Joan Hill	Start Date: 19/11/07 Frequency of meetings: 1 Completion Date: 19/11/07
Corporate Governance Framework	To monitor Corporate Governance	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Corporate Development and Organisational Performance	Joan Hill	Start Date: 17/03/08 Frequency of meetings: 1 Completion Date: 17/03/08

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Internal Audit Annual Plan 2008/2009	To consider the annual internal audit plan for 2008/09	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy & Performance Council's key Priorities: Financial and Asset Management	Joan Hill	Start Date: 17/03/08 Frequency of meetings: Annually Completion Date: 17/03/08
Appraisal of the merits of appointing an independent member to the Audit Committee	To take account of current guidance from CIPFA and the Audit Commission	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 17/03/08 Frequency of meetings: 1 Completion Date: 17/03/08
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 Committee to monitor the implementation of recommendations from Internal Audit.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Corporacy & Performance Council's key Priorities: Financial and Asset Management	Joan Hill	Start Date: 29/01/08 Frequency of meetings: 1 Completion Date: 29/01/08

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External Audit KPMG Annual External Audit Report 2006/07	To consider the recommendation from external audit.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 29/01/08 Frequency of meetings: 1 Completion Date: 29/01/08
Review of the arrangements for publicising the pre-audit copy of the Council's Statement of Accounts	To review the current arrangements for publicising the pre-audit copy of the Council' Statement of Accounts	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 17/03/08 Frequency of meetings: 1 Completion Date: 17/03/08
Annual Audit and Inspection Letter 2006/2007 from Audit Commission and KPMG		Community Strategy Theme: Corporate Plan Theme: Council's key Priorities:	Peter Jones	Start Date: 22/04/08 Frequency of meetings: Annually Completion Date: 22/04/08

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Position Statement on Corporate Risk Management.	Will build on the report that has already been presented to a previous meeting of the Audit Committee in November 2007.	Community Strategy Theme: Internal Organisational Theme Corporate Plan Theme: Improving Corporacy and Performance Council's key Priorities: Organisational Performance	Joan Hill	Start Date: 22/04/08 Frequency of meetings: 1 Completion Date: 22/04/08