

AUDIT COMMITTEE - PROGRAMME OF WORK 2012 / 13

	ANNUAL WORKPLAN	A / B	JAN 13	FEB 13	MARCH 13	APRIL 13	MAY 13	JUNE 13	JULY 13	AUG 13	SEPT 13
Audit Committee Agenda Items											
A	Training for Members (as necessary)	⊙			⊙ 5	⊙ 5		⊙ 6			⊙ 5
	Annual Internal Audit Plan 2013/14	X			x	x					
	Annual report of Head of Internal Audit 2012/13	Y						x			
	Discussion with Head of Internal Audit	⊙									x
	Progress Report on Annual Internal Audit Plan 2012/13	Y			x	x		x			x
	Internal Audit report on Children and YP's Service	Y				x					x
	Internal Audit report on Computer Audit	Y									x
	Internal Audit report on Health and Adult Services	Y									x
	Internal Audit report on BES	Y									
	Internal Audit report on Corporate Themes	Y			x						
Internal Audit report on Chief Executive's Group	Y			x							
Internal Audit report on Contracts	Y			x							
Internal Audit report on Finance & Central Services and Material Systems	Y			x							
B	Annual Audit Fee Letter 2012/13	X									x
	Annual Audit Plan 2012/13 (NYCC & NYPF)	X									x
	Annual Report / Letter of the External Auditor 2012/13	Y						x			x
	Annual Grant Letter	Y			x						
	Discussion with External Auditor on 1-to-1 basis	⊙			⊙						
C	Statement of Final Accounts 2012/13 including AGS (NYCC + NYPF)	X							x		x
	Letter of Representation	X									x
	Chairman's Annual Report	X									x
	Effectiveness of Audit Committee/Internal Audit System	X			x			x			
	Changes in Accounting Policies	X									
	Corporate Governance – review of Local Code + AGS (exc S.6)	X						x			
	– progress report inc re AGS	Y									
	– Assurance mapping	Y									
	Risk Management (inc Corporate R/R) – progress report	Y						x			
	Partnership Governance – progress report	Y									x
	Information Governance – progress report	Y									
	Review of Finance/Contract/Property Procedure Rules (To be advised)	X									
	Service Continuity Planning	Y			x						
	Counter Fraud	Y			x						
	Veritau – progress report	Y									x
	Treasury Management – Executive February 2013	X			x						
	– Revised TMPs	X									
VFM Review					x						
D	Work Programme	Y			x	x		x			x
	Progress on issues raised by the Committee (inc Treasury Management)	Y			x	x		x			x
E	Agenda planning / briefing meeting				21/2 (2.00pm)	03/04 (1.30pm)		12/06 (2.00pm)			11/09 (2.00pm)
	Audit Committee Agenda/Reports deadline				22/2	05/04		14/06	05/07		13/09
Audit Committee Meeting Dates					7/3	18/04		27/06	18/7		26/09

A = Internal Audit
B = External Audit
C = Statement of Final Accounts / Governance
D = Other
E = Dates

X Policy / Planning / Regulatory items
Y Monitoring of Progress / Performance items

⊙ before formal meeting
 1 Fraud II
 2 One Council
 3 Corporate Director – Strategic Resources
 4 Budget Update
 5. To be determined
 6. Procurement
x scheduled dates for reports
x / follow-up reports requested by Committee