

**AUDIT COMMITTEE**

**DRAFT**

**WORK PROGRAMME 2013/14**

**Commissioning governance**

**Clarifying AC role re VFM**

| <b>Meeting Date:</b>                  | <b>Work Programme - Details</b>  |
|---------------------------------------|--|
| <p>Friday 28 June 2013<br/>2.00pm</p> | <p>Draft Statement of Accounts 2012/13<br/>Confirm dates and times of meetings</p> <p>Grant Thornton:</p> <ul style="list-style-type: none"> <li>• Interim Audit Report / Audit Assurance Memorandum               <ul style="list-style-type: none"> <li>• 2013/14 Audit Fee Letter</li> </ul> </li> </ul> <p>Internal Audit :</p> <ul style="list-style-type: none"> <li>• Annual Report 2012/13</li> <li>• Audit Plan for 2013/14</li> <li>• Benefit Fraud Annual Report 2012/13</li> <li>• Tenancy Fraud Report</li> <li>• Draft Annual Governance Statement 2012/13</li> </ul> <p>Risk Registers:<br/>Corporate Risk Register</p> <p>Member Standards Items:</p> <p><b>For information:</b><br/>Code of Corporate Governance<br/>Tenancy Funding Update</p> |

| <b>Meeting Date:</b>                            | <b>Work Programme - Details</b>  |
|---|--|
| <p>Tuesday 24<br/>September 2013<br/>9.30am</p> | <p>Statement of Accounts Year Ended 31 March 2013</p> <p>Grant Thornton:</p> <ul style="list-style-type: none"> <li>• ISA260 Report</li> <li>• VFM conclusion Follow-up Report</li> <li>• Financial Resilience Report</li> <li>• Governance Report</li> </ul> <p>Internal Audit:</p> <ul style="list-style-type: none"> <li>• Final Annual Governance Statement 2012/13</li> <li>• 1<sup>st</sup> Quarter (1<sup>st</sup> April – 30<sup>th</sup> Jun 2013) update</li> </ul> <p>Member Standards Items:</p> <p>Information Security Strategy</p>  |
| <p>Friday 8 November<br/>2012<br/>9.30am</p>    | <p>Grant Thornton:</p> <ul style="list-style-type: none"> <li>• Annual Audit Letter</li> </ul> <p>Internal Audit:</p> <ul style="list-style-type: none"> <li>• Risk Management Annual Report 2012/13 incorporating corporate review of strategic risk management</li> <li>• Internal Audit 2<sup>nd</sup> Quarter Report</li> <li>• Internal Audit Charter, Strategy &amp; Terms of Reference</li> <li>• Benefit Fraud Investigation Half Year Report 2013/14</li> </ul> <p>Risk Registers:</p> <ul style="list-style-type: none"> <li>• Neighbourhoods Risk Register, incorporating Landlord Services Risk Register (Update on Welfare Reform)</li> <li>• Regeneration Risk Register</li> <li>• CYPS Risk Register</li> </ul> <p>Member Standards Items:</p> <p><b>For information</b><br/>To be determined</p> |

| <b>Meeting Date:</b>                    | <b>Work Programme - Details</b>   |
|---|---|
| Friday 17 January 2014<br>9.30am        | <p>Grant Thornton:</p> <ul style="list-style-type: none"> <li>• 2012/13 Grants Report</li> </ul> <p>Internal Audit</p> <ul style="list-style-type: none"> <li>• Fraud Update (inc. Tenancy Fraud Initiative)</li> <li>• Internal Audit Compliance with Public Sector Internal Audit Standards</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>• Control &amp; Governance Action Plan – verbal update</li> </ul> <p>Risk Registers:</p> <ul style="list-style-type: none"> <li>• Business Change Risk Register</li> <li>• Public Health Risk Register</li> <li>• HSC Risk Register</li> </ul> <p>Business Continuity Planning – Update Report</p> <p>Member Standards Items:</p> <ul style="list-style-type: none"> <li>• Dispensations</li> </ul> <p><b>For information</b><br/>To be determined</p> |
| Monday 27 <sup>th</sup> Jan 2014<br>5pm | Pension Fund meeting agenda conference  |
| Friday 14 February 2014<br>9.30am       | <p>Joint meeting of AC &amp; RSC to discuss the Pension Fund</p> <p>Internal Audit:</p> <ul style="list-style-type: none"> <li>• Internal Audit 3<sup>rd</sup> Quarter report</li> </ul>  |
| Friday 7 March 2014<br>9.30am           | Informal Statement of Accounts training session   |

| <b>Meeting Date:</b>           | <b>Work Programme - Details</b>   |
|--------------------------------|---|
| Friday 25 April 2014<br>9.30am | <p>Grant Thornton:</p> <ul style="list-style-type: none"><li>• 2014/15 Audit Fee Letter</li><li>• Audit Approach Memorandum</li></ul> <p>Internal Audit</p> <ul style="list-style-type: none"><li>• Corporate Risk Register Report</li></ul> <p>Finance</p> <ul style="list-style-type: none"><li>• Treasury Management Process</li><li>• Control &amp; Governance Action Plan</li></ul> <p>Draft Audit Committee Annual Report to Council 2013/14</p> <p>One Change Programme</p> <p>Member Standards Items:</p> <p><b>For Information:</b><br/>To be determined</p> |