

By: Chairman of Governance and Audit Committee  
Head of Audit and Risk

To: Governance and Audit Committee – 30 June 2010

Subject: **Committee Work Programme**

Classification: Unrestricted

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**Summary:** A forward work programme ensures that the responsibilities of the committee are met and means sufficient time is allocated for members of the Committee to cover areas they collectively wish to examine in more detail.

## **FOR DECISION**

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### **Introduction and background**

1. A comprehensive work programme ensures that the committee is able to discharge its responsibilities in its terms of reference, ensures that sufficient time is devoted to each area, provides balance to the agendas throughout the year and helps the committee become pro-active in its work.
2. It has been agreed that there will be a standing item on each agenda to allow members to review the plan for the year ahead, and provide members with the opportunity to identify any additional items that they would wish to include

### **Current work programme**

3. Annex 1 shows the latest programme of work for the Committee up to November 2010; meetings past this date are still being finalised by Democratic Services. The content of the programme have been matched to the revised terms of reference of the Committee and provide the minimum coverage necessary to meet the responsibilities set out. The programme has been updated to reflect the requests from members for additional reports on specific items of interest, although in some cases the exact timing of this work has yet to be finalised.

### **Recommendations**

4. Members of the committee are asked to:
  - Review the forward work programme for 2010 and suggest any changes deemed necessary.
  - Identify any additional items that members would wish to include

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**Head of Audit and Risk**  
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Item	30-Jun-10	15-Sep-10	30-Nov-10
<b>Standing Items</b>			
Minutes of last meeting	✓	✓	✓
Work Programme	✓	✓	✓
Trading activities Sub Group	✓		✓
<b>Routine Items</b>			
Internal Audit Progress Report		✓	✓
Strategic Risk Register			✓
Treasury Management	✓	✓	✓
Debt Recovery	✓	✓	✓
Ombudsman Complaints		✓	
Audit Commission Update	✓	✓	✓
Proposal for tracking of External Audit and other regulators recommendations		✓	
<b>Member Commissioned Work</b>			
Member Development		✓	
Impact of KCCs Budget on the Risk Register			✓
CRB requirements and practices	✓		
Capita Payroll Services to Schools		✓	
<b>Non-routine items</b>			
Revised ToR	✓		
CIPFA Statement on the role of the HoIA	✓		
Spending the councils money - policy updates			
<b>Annual Reporting and Review</b>			
Pension Fund Governance assurance statement	✓		
Statement of Accounts & Annual Governance Statement	✓	✓	
Internal Audit Annual Report	✓		
External Audit Governance Report	✓	✓	
Annual Management of Risk Report		✓	
Data Quality		✓	
Annual Complaints Report			✓
Corporate Governance Indicators			✓
External Audit Annual Audit Letter			✓
Treasury Management Annual Report	✓		
Certification Work Report			
Internal Audit Benchmarking Results		✓	
Effectiveness of External Audit Liaison			✓
Review of the Anti-fraud and anti-corruption Strategy		✓	
Annual report on 'surveillance' activities carried out by KCC	✓		
G&A Annual Report			
<b>Annual Planning</b>			
Internal Audit Strategy and Annual Plan			
External Audit Annual Plan	✓		
External Audit Pension Fund Opinion work programme	✓		
External Audit Opinion work programme	✓		
Committee Work programme			
Member Development Programme			
Review of the Risk Management Strategy, Policy and Programme		✓	