

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

To: Governance and Audit Committee – 15 September 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. This is 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**

2. Annex 1 shows the latest programme of work for the Committee up to November 2011. It has been restructured in line with the overarching responsibilities of the Committee, as agreed at the June 2010 meeting. The content of the programme have been matched to the new terms of reference of the Committee and aim to 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**

3. Members of the committee are asked to:
  - Consider the forward work programme for 2010/11 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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Category / Item	Owner	15-Sep-10	30-Nov-10	16-Mar-11	30-Jun-11	14-Sep-11	29-Nov-11
<b>Secretariat</b>							
Minutes of last meeting	AT	✓	✓	✓	✓	✓	✓
Work Programme	DT	✓	✓	✓	✓	✓	✓
Trading activities Sub Group	AT		✓				
Member Development Programme	DT		✓				
<b>Risk Management and Internal Control</b>							
Strategic Risk Register	DT		✓		✓		✓
Treasury Management quarterly report	NV	✓	✓	✓	✓	✓	✓
Ombudsman Complaints	JH	✓		✓			
Annual Management of Risk Report	DT	✓		✓			
Report on Insurance and Risk Activity	DT	✓					
Treasury Management Annual Report	NV				✓		
Review of the Risk Management Strategy, Policy and Programme	DT			✓			
<b>Impact of KCCs Budget on the Risk Register</b>	AW			✓			
<b>Capita Payroll Services to Schools</b>	AB	✓					
Annual report on 'surveillance' activities carried out by KCC	DC				✓		
The work of Emergency Planning	DC	✓					
<b>Corporate Governance</b>							
Revised ToR	DT	✓					
Annual review of ToR	DT					✓	
Corporate Governance Indicators	GW		✓				✓
G&A Annual Report	DT				✓		
Pension Fund Governance assurance statement	NV			✓			
Debt Recovery	NV	✓	✓	✓	✓	✓	✓
Companies protocol	LM / GW	✓					

