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

### 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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## Annex 1

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

Category / Item Owner 15-Sep-10 30-Nov-10 16-Mar-11 30-Jun-11 14-Sep-11 29-Nov-11 Update on the Governance of the Superannuation fund  $\checkmark$ NV **Internal Audit**  $\checkmark$  $\checkmark$  $\checkmark$  $\checkmark$  $\checkmark$ Internal Audit Progress Report DT  $\checkmark$ Internal Audit Annual Report DT  $\checkmark$ CIPFA Statement on the role of the HoIA DT  $\checkmark$  $\checkmark$ Internal Audit Benchmarking Results DT  $\checkmark$ DT Internal Audit Strategy and Annual Plan **External Audit**  $\checkmark$  $\checkmark$  $\checkmark$ DT  $\checkmark$  $\checkmark$  $\checkmark$ External Audit Update Proposal for tracking of External Audit and other regulators  $\checkmark$ recommendations DT  $\checkmark$  $\checkmark$ DT **External Audit Governance Report**  $\checkmark$  $\checkmark$ External Audit Annual Audit Letter DT  $\checkmark$ DT **Certification Work Report**  $\checkmark$ Effectiveness of External Audit Liaison DT  $\checkmark$  $\checkmark$ DT External Audit Annual Plan & Fee DT  $\checkmark$ External Audit Pension Fund Opinion work programme  $\checkmark$ DT External Audit Opinion work programme **Financial Reporting**  $\checkmark$  $\checkmark$  $\checkmark$ Statement of Accounts & Annual Governance Statement AW Fraud  $\checkmark$  $\checkmark$ Review of the Anti-fraud and anti-corruption Strategy DT

Annex 1