

By: Chairman of Governance and Audit Committee
David Tonks, Head of Audit and Risk

To: Governance and Audit Committee – 30 November 2010

Subject: COMMITTEE WORK PROGRAMME

Classification: Unrestricted

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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Category / Item	Nov-10	Mar-11	Jun-11	Sep-11	Nov-11
Secretariat					
Minutes of last meeting	✓	✓	✓	✓	✓
Work Programme	✓	✓	✓	✓	✓
Trading activities Sub Group		✓			
Member Development Programme	✓				
Risk Management and Internal Control					
Strategic Risk Register	✓		✓		✓
Treasury Management quarterly report	✓	✓	✓	✓	✓
Ombudsman Complaints		✓		✓	
Annual Management of Risk Report		✓			
Report on Insurance and Risk Activity				✓	
Treasury Management Annual Report			✓		
Treasury Management - half yearly review	✓		✓		✓
Review of the Risk Management Strategy, Policy and Programme		✓			
Annual Complaints Report				✓	
<i>Impact of KCCs Budget on the Risk Register</i>		✓			
Annual report on 'surveillance' activities carried out by KCC			✓		
Corporate Governance					
Annual review of ToR				✓	
G&A Annual Report			✓		
Pension Fund Governance assurance statement		✓			
Debt Recovery	✓		✓		✓
Annual review the Council's Code of Corporate Governance			✓		
Companies protocol		✓			
<i>Update on the Governance of the Superannuation fund</i>	✓				

Category / Item	Nov-10	Mar-11	Jun-11	Sep-11	Nov-11
Internal Audit					
Internal Audit Progress Report	✓	✓		✓	✓
Internal Audit Annual Report			✓		
CIPFA Statement on the role of the HoIA		✓			
Internal Audit Benchmarking Results				✓	
Internal Audit Strategy and Annual Plan		✓			
Review of Terms of Reference and Charter of Internal Audit		✓			
External Audit					
External Audit Update		✓	✓	✓	✓
Proposal for tracking of External Audit and other regulators recommendations		✓			
External Audit Governance Report			✓	✓	
External Audit Annual Audit Letter	✓				✓
Certification Work Report		✓			
Effectiveness of External Audit Liaison	✓				✓
External Audit Annual Plan & Fee		✓			
External Audit Pension Fund Opinion work programme		✓			
External Audit Opinion work programme		✓			
Financial Reporting					
Statement of Accounts & Annual Governance Statement			✓	✓	
Fraud					
Compliance with Anti-fraud and anti-corruption best practice	✓				
Review of the Anti-fraud and anti-corruption Strategy		✓			✓