

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

To: Governance and Audit Committee – 30 June 2011

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. The content of the programme is matched to the Committee terms of reference and aim to provide the minimum coverage necessary to meet the responsibilities set out. The programme is 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. It is recommended that Members:
  - Approve the forward work programme for 2010/11 to meet the Committee's terms of reference, and;
  - Identify any additional items that members would wish to include.

**David Tonks**  
**Head of Audit and Risk**  
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Category / Item	Owner	Jun-11	Sep-11	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		✓	
Report on Insurance and Risk Activity	DT		✓	
Treasury Management Annual Report	NV	✓		
Treasury Management - half yearly review	NV		✓	
Review of the Risk Management Strategy, Policy and Programme	DT		✓	
Annual Complaints Report	JH		✓	
<b>Update on Savings programme</b>	AW	✓		✓
Annual report on 'surveillance' activities carried out by KCC	DC		✓	
<b>Corporate Governance</b>				
<b>Progress update on Change to Keep Succeeding</b>	KK		✓	
The process for the development of Statements of Required Practice.	JF		✓	
Future of the Trading activities Sub Group	AW		✓	
Annual review of ToR	DT		✓	
Debt Recovery	AW	✓		✓
Annual review the Council's Code of Corporate Governance	GW		✓	
Companies protocol	AW / GW	✓		

Category / Item	Owner	Jun-11	Sep-11	Nov-11
<b>Internal Audit</b>				
Internal Audit Progress Report	DT		✓	✓
Internal Audit Annual Report	DT	✓		
Internal Audit Benchmarking Results	DT		✓	
Internal Audit Strategy and Annual Plan	DT			
Review of Terms of Reference and Charter of Internal Audit	DT	✓		
<b>External Audit</b>				
External Audit Update	DT		✓	✓
Proposal for tracking of External Audit and regulators recommendations	DT		✓	
External Audit Governance Report	DT	✓	✓	
External Audit Annual Audit Letter	DT			✓
Certification Work Report	DT			
Effectiveness of External Audit Liaison	DT			✓
External Audit Annual Plan & Fee	DT	✓		
External Audit Pension Fund Plan & Fee	DT	✓		
External Audit Opinion work programme	DT			
<b>Financial Reporting</b>				
Statement of Accounts & Annual Governance Statement	AW	✓	✓	
Revised Accounting Policies	CH			
<b>Fraud</b>				
Anti-fraud and anti-corruption compliance with "Protecting the Public Purse"	DT		✓	
Review of the Anti-fraud and anti-corruption Strategy	DT		✓	
<i>Update on Irregularities</i>	DT			