

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

To: Governance and Audit Committee – 14 September 2011

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 December 2012. 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 2011/12 to meet the Committee's terms of reference, and;
 - Identify any additional items that members would wish to include.

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Category / Item	Owner	Sep-11	Nov-11	Apr-12	Jul-12	Sep-12	Dec-12
Internal Audit							
Internal Audit Progress Report		✓	✓	✓		✓	✓
Internal Audit Annual Report					✓		
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 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 Plan & Fee					✓		
External Audit Opinion work programme							
Financial Reporting							
Statement of Accounts & Annual Governance Statement	AW	✓			✓		
Revised Accounting Policies	CH			✓			
Fraud							
Compliance with Anti-fraud and anti-corruption good practice	PR	✓		✓			
Review of the Anti-fraud and anti-corruption Strategy	PR	✓				✓	
Update on Irregularities	PR		✓	✓	✓	✓	✓