

By: Chairman of Governance and Audit Committee
Neeta Major, Interim Head of Internal Audit

To: Governance and Audit Committee – 18 April 2012

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 April 2013. The content of the programme is matched to the Committee Terms of Reference and aims to provide at least the minimum coverage necessary to meet the responsibilities set out.
3. The programme has been updated to reflect requests made from Committee members for additional reports on specific items of interest.

Recommendations

4. It is recommended that Members:
 - approve the forward work programme to April 2013 to meet the Committee's Terms of Reference, and
 - identify any additional items that members would wish to include.

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Interim Head of Internal Audit
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Category / Item	Owner	Apr-12	Jul-12	Sep-12	Dec-12	Apr-13
Secretariat						
Minutes of last meeting	AT	✓	✓	✓	✓	✓
Work Programme	HoIA	✓	✓	✓	✓	✓
Member Development Programme	HoIA	✓	✓	✓	✓	✓
Risk Management and Internal Control						
Corporate Risk Register	RH	✓		✓		✓
Treasury Management quarterly report	NV	✓		✓	✓	✓
Treasury Management Annual Report	NV		✓			
Ombudsman Complaints	GW			✓		
Report on Insurance and Risk Activity	NV			✓		
Review of the Risk Management Strategy, Policy and Programme	RH			✓		
Annual Complaints Report	DC			✓		
Update on Savings programme	AW	✓		✓		✓
Annual report on 'surveillance' activities carried out by KCC	IT			✓		
Corporate Governance						
Progress update on Change to Keep Succeeding	AB	✓	✓	✓	✓	✓
Update on development of Statements of Required Practice	DW	✓				✓
Annual review of Terms of Reference	HoIA			✓		
Debt Recovery	AW		✓		✓	
Annual review of the Council's Code of Corporate Governance	GW	✓				✓
Review of Bribery Act Policy and any related amendments to Constitution	GW				✓	

Category / Item	Owner	Apr-12	Jul-12	Sep-12	Dec-12	Apr-13
Internal Audit						
Internal Audit Progress Report	HoIA	✓	✓	✓	✓	✓
Internal Audit Annual Report	HoIA		✓			
Internal Audit Benchmarking Results	HoIA			✓		
Internal Audit Strategy and Annual Plan	HoIA	✓				✓
Review of Terms of Reference and Charter of Internal Audit	HoIA		✓			
External Audit						
External Audit Update	HoIA	✓	✓	✓	✓	✓
Proposal for tracking of External Audit and regulators recommendations	HoIA			✓		
External Audit Governance Report	HoIA		✓			
External Audit Annual Audit Letter	HoIA				✓	
External Audit Certification of Claims and Returns Report	HoIA	✓				✓
Effectiveness of Internal and External Audit Liaison	HoIA				✓	
External Audit Annual Plan & Fee	HoIA	✓				✓
External Audit Pension Fund Plan & Fee	HoIA	✓				✓
Financial Reporting						
Statement of Accounts & Annual Governance Statement	AW		✓			
Revised Accounting Policies	CH	✓				✓
Fraud						
Anti-fraud and anti-corruption compliance with CiPFA Red Book	HoIA		✓			
Review of the Anti-fraud and anti-corruption Strategy	HoIA		✓			
Anti-Fraud and Corruption Progress Report	HoIA	✓	✓	✓	✓	✓