

By: Richard Long – Chairman of Governance and Audit Committee
Lynda McMullan – Director of Finance

To: Governance and Committee - 1 December 2009

Subject: **DRAFT ANNUAL WORKPLAN**

Classification: Unrestricted

Summary:

FOR DECISION

1. At the last meeting in September, a presentation on the role of the Governance and Audit Committee was given.
2. Mrs Dawson from Price Waterhouse Coopers and Mr Wild, Director of Law and Governance, provided a comprehensive outline of how the Committee could operate. This encouraged a very good response and discussion amongst members.
3. As an initial action the Chairman agreed to develop a draft annual workplan or agenda for the Committee. This was to ensure at a minimum that the terms of reference were being achieved and that sufficient time was being allowed for members of the Committee to cover areas they collectively wished to examine in more detail.
4. The attached appendix A sets out a proposed annual workplan / agenda, that meets the core requirements. While this meets *current* terms of reference, it is recognised that these are themselves in need of review. It is considered that the new Head of Audit and Risk is well placed to do this with “fresh eyes” and this will be carried out now he is in post. While this is not expected to identify any gaps in the committee’s coverage, it is felt that describing the committee’s role in terms of responsibility rather than “process” would be more helpful.
5. It is however, wholly recognised that “officer led” reports are only one part of the equation in delivering this committee’s responsibilities.
6. Each meeting has capacity for specific member led discussion. Allocation of time on agendas will be subject to overall committee agreement. Reports can be:
 - Specifically commissioned from officers;
 - Developed through specifically established Informal Member Groups;
 - Provided by an individual member as a *'rapporteur'*

7. It is proposed that at every meeting members review the planned workplan / agenda. This will provide the opportunity for non-core items to be reprioritised in line with current member views and as new issues emerge. This should help ensure members drive the discussions.

8. It is proposed at this meeting, members:

CONSIDER the core draft workplan / agenda for 2010/11 and make any changes deemed necessary.

IDENTIFY any additional items that members would wish to include in the workplan / agenda at this stage.

AGREE a standing item on every agenda where members will review / agree future agenda items.

AGREE that the "Terms of Reference" of the Governance and Audit Committee be reviewed by the new Head of Audit of Risk, to report back at the April meeting.

Lynda McMullan
Director of Finance
Ext: 7000 4550

GOVERNANCE AND AUDIT COMMITTEE – 2010

YEAR PLAN

30 APRIL 2010

Updated directorate and strategic risk registers
Internal Audit Plan
Internal Audit Progress report
Debt Recovery
Treasury Management Update

30 JUNE 2010

Statement of Accounts (Cath Head)
Audit Commission's Annual Governance Report. (Cath Head)
Internal Audit Annual Report
Internal Audit Progress report
Treasury Management Annual Review (Nick Vickers)
Ombudsman Complaints (Caroline Dodge)*

15 SEPTEMBER 2010

Annual report on insurance activity (Darryl Mattingly)
Data Quality (Sue Garton)
Statement of Accounts (Cath Head)
Audit Commission's Annual Governance Report. (Cath Head)
Internal Audit Progress report
Debt Recovery
Treasury Management Update

30 NOVEMBER 2010

Annual Complaints report (Janice Hill)
Corporate Governance Indicators (Janice Hill)
Internal Audit Progress report
Ombudsman Complaints (Caroline Dodge)*
Treasury Management Update

**Ombudsman Complaints: There is a full Complaints report annually to Corporate POC and then G & A and there is a question as to whether six - monthly updates are still needed.*