

**Audit Committee Work Programme 2011/12**

<b>Committee Meeting Date All at 2.00pm</b>	<b>Final Accounts / Annual Governance Statement</b>	<b>Internal Audit Reports</b>	<b>Risk Management – Assurance on Corporate Risks</b>	<b>Risk Management – Assurance on Service Risks <sup>Note 1</sup></b>	<b>External Audit Reports and Inspection</b>	<b>Other Governance Issues</b>
<b>6 June 2011</b>	<ul style="list-style-type: none"> <li>▪ The Future of Public Audit</li> </ul>			<ul style="list-style-type: none"> <li>▪ Community Directorate</li> </ul>		<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>
<b>18 July 2011</b>	<ul style="list-style-type: none"> <li>▪ 2010/11 Annual Governance Statement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of the System of Effectiveness of Internal Audit 2010/11</li> <li>▪ Annual Internal Audit Report 2010/11</li> <li>▪ Internal Audit Update Report and Audit Plan 2011/12</li> <li>▪ PWC Review of Internal Audit - Progress Report</li> </ul>			<ul style="list-style-type: none"> <li>▪ Grant Claims Report 2009/10</li> <li>▪ External Audit Update Report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit Committee Workplan 2011/12</li> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>
<b>29 September 2011</b>	<ul style="list-style-type: none"> <li>▪ 2010/11 Audited Statement of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal Audit Update Report</li> <li>▪ Review of Fraud Related Policies</li> <li>▪ Anti-Money Laundering Policy</li> <li>▪ Anti-Bribery Policy</li> <li>▪ Future of Local Audit</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Development Programme</li> </ul>	<ul style="list-style-type: none"> <li>▪ West Midlands Pension Fund Assurance Report</li> <li>▪ Scheme for Financing Schools</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2010/11 Annual report to those charged with Governance (ISA 260)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>

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<b>7 November 2011</b>	<ul style="list-style-type: none"> <li>▪ 2010/11 Audited Statement of Accounts (Completion of the Audit)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal Audit Management Arrangements</li> </ul>		<ul style="list-style-type: none"> <li>▪ Emergency Planning Procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2010/11 Report to Those Charged with Governance (Final ISA 260 Report)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>
<b>19 December 2011</b>		<ul style="list-style-type: none"> <li>▪ Internal Audit Update Report</li> <li>▪ Internal Audit Plan 2011/12 Update/ PWC Review of Internal Audit - Progress Report</li> </ul>		<ul style="list-style-type: none"> <li>▪ Education and Enterprise Directorate</li> <li>▪ Risk Management Policy and Strategy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Presentation of the Annual Audit Letter</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>
<b>30 January 2012</b>		<ul style="list-style-type: none"> <li>▪ Internal Audit Update Report</li> <li>▪ Trends in the Level of Weak/Unsatisfactory Audit Outcomes</li> </ul>		<ul style="list-style-type: none"> <li>▪ Delivery Directorate</li> </ul>	<ul style="list-style-type: none"> <li>▪ External Audit Plan 2011/12</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>
<b>12 March 2012</b>		<ul style="list-style-type: none"> <li>▪ Internal Audit Update Report</li> <li>▪ PWC Review of Internal Audit - Progress Report</li> </ul>		<ul style="list-style-type: none"> <li>▪ Community Directorate</li> </ul>		<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> </ul>

Committee Meeting Date All at 2.00pm	Final Accounts / Annual Governance Statement	Internal Audit Reports	Risk Management – Assurance on Corporate Risks	Risk Management – Assurance on Service Risks <sup>Note 1</sup>	External Audit Reports and Inspection	Other Governance Issues
16 April 2012		<ul style="list-style-type: none"> <li>▪ Internal Audit Update Report</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Office of the Chief Executive Directorate</li> </ul>		<ul style="list-style-type: none"> <li>▪ Sub-Committees: Chair's Report, Minutes and Matters Arising</li> <li>▪ Audit Committee Annual Report 2011/12</li> </ul>

#### Note 1: Risk Management / Corporate Risks Reports

An annual cycle of reports from:

- Chief Executive
- Director for Delivery
- Director for Community
- Director for Education and Enterprise

These reports should provide Audit Committee with assurance of that adequate governance and risk management arrangements are in place within each service group. They will focus on the ongoing operational activities of the service group rather than major projects which are picked up in the reports on Major Projects/Partnerships in the workplan. Key questions which may inform the report to Audit Committee include:

- What are the key statutory functions the service group is required to deliver?
- What are the key strategic objectives that the service group is responsible for delivering?
- What arrangements are in place to ensure these key statutory functions and strategic objectives are properly delivered?
- What are the main 'red risks' that the service group has to manage on an ongoing basis and how are these risks managed?
- What external assurance is available eg external inspection reports. How have significant issues identified in such reports been addressed?
- What significant problems have occurred in the past year and what arrangements have been made to avoid such problems going forward?

Assurance gained on the corporate governance arrangements in place within the service groups will inform the Annual Governance Statement.

**Final Accounts Monitoring & Review Sub-Committee  
Work Programme 2011/12**

Sub-Committee Meeting Date All at 2.00pm	Final Accounts / Annual Governance Statement	Revenue Budget & Capital Programme	Other Finance Matters
<b>30 June 2011</b>	<ul style="list-style-type: none"> <li>▪ 2010/11 Annual Governance Statement</li> <li>▪ 2010/11 Draft Statement of Accounts</li> </ul>		
<b>27 July 2011</b>		<ul style="list-style-type: none"> <li>▪ Revenue Budget Outturn 2010/11</li> <li>▪ Capital Budget Outturn 2010/11 (incl Q1)</li> <li>▪ Reserves, Provisions and Balances 2010/11</li> <li>▪ Quarter 1 Revenue Budget Monitoring 2011/12</li> <li>▪ 2012/13 Draft Budget Strategy &amp; Medium Term Financial Strategy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Treasury Management Annual Report 2010/11</li> <li>▪ Quarter 1 – Treasury Management 2011/12 Monitoring</li> </ul>
<b>19 September 2011</b>	<ul style="list-style-type: none"> <li>▪ 2010/11 Audited Statement of Accounts</li> </ul>		
<b>5 December 2011</b>		<ul style="list-style-type: none"> <li>▪ Quarter 2 – Revenue Budget Monitoring</li> <li>▪ Quarter 2 – Capital Budget Monitoring</li> <li>▪ 2012/13 Draft Budget Strategy &amp; Medium Term Financial Strategy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quarter 2 – Treasury Management 2011/12 Monitoring</li> </ul>
<b>27 February 2012</b>		<ul style="list-style-type: none"> <li>▪ Quarter 3 – Revenue Budget Monitoring</li> <li>▪ Quarter 3 – Capital Budget Monitoring</li> <li>▪ 2012/13 Budget Strategy &amp; Medium Term Financial Strategy – Update</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quarter 3 - Treasury Management 2011/12 Monitoring</li> </ul>

**Examination of Paid Accounts / Monitoring of Audit Investigations  
Sub-Committee Work Programme 2011/12**

Sub-Committee Meeting Date All at 11.00am	Examination of Paid Accounts	Monitoring of Audit Investigations
<b>18 July 2011</b>	<ul style="list-style-type: none"> <li>▪ Selection of Paid Accounts – Process Overview</li> <li>▪ Selection of Accounts 1</li> <li>▪ Outcome Of Investigation Of Selected Accounts (March 2011)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit Issues Update</li> </ul>
<b>26 September 2011</b>	<ul style="list-style-type: none"> <li>▪ Selection Of Accounts 2</li> <li>▪ Outcome Of Investigation Of Selected Accounts 1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit Issues Update</li> </ul>
<b>12 December 2011</b>	<ul style="list-style-type: none"> <li>▪ Selection Of Accounts 3</li> <li>▪ Outcome Of Investigation Of Selected Accounts 2</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit Issues Update</li> </ul>
<b>5 March 2012</b>	<ul style="list-style-type: none"> <li>▪ Selection Of Accounts 4</li> <li>▪ Outcome Of Investigation Of Selected Accounts 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit Issues Update</li> </ul>

## Audit Committee Member Training Programme 2011/12

Date	Training Event
<b>6 June, 2.30pm &amp; 20 June, 2.00pm</b>	<ul style="list-style-type: none"><li>▪ Induction &amp; Refresher Updates for Audit Committee Members</li><li>▪ Statement of Accounts Introduction and Overview</li><li>▪ Risk Management &amp; Assurance Framework</li><li>▪ 2010/11 Annual Workplan Development</li></ul>
<b>19 October, 10.00am</b>	<ul style="list-style-type: none"><li>▪ CIPFA Training – Effective Audit Committee</li></ul>
<b>14 November, 2.00pm</b>	<ul style="list-style-type: none"><li>▪ Treasury Management and Local Government Finance Training</li></ul>