

**Audit Committee Work Programme 2012/13**

**The Governance & Assurance Framework**

- Corporate **Objectives**
- Corporate (Strategic) **Risks**
- **Controls** to Mitigate the Risks
- Sources of **Assurance**
- Identifying and addressing the **Gaps**

**The Assurance Framework Life Cycle**

Identification of	Corporate <b>Objectives</b>	the Corporate Plan
Assessment of	Corporate (Strategic) <b>Risks</b>	Risk Workshops
Identification of	Key <b>Controls</b>	Risk Management Plans
Identification of	Sources of <b>Assurance</b>	Service Plans, Project Plans, Corporate Policies, External Reviews
Analysis of	<b>Assurance</b> on Key Controls	Risk Management & Insurance Corporate Risk Management Group Internal and External Audit

Reports to **Audit Committee** on

**Assurance** on Key Controls  
**Gaps** in Key Controls  
**Gaps** in Sources of Assurance

{ Risk Management & Insurance  
Corporate Risk Management Group  
Internal and External Audit

Response

Action Plans

Directors, Management Teams, Project Teams

## Audit Committee Work Programme 2012/13

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 <small>Note 1</small>	External Audit Reports and Inspection	Other Governance Issues
6 July 2012	2011/12 Annual Governance Statement  2011/12 Draft Statement of Accounts	Annual Internal Audit Report 2011/12  PWC Review of Effectiveness of Internal Audit – Progress Report  Annual Review of the System of Internal Audit 2011/12  Audit Committee Skills Audit	Corporate Risk Register		External Audit Update Report  Accounts closedown update	Sub-Committees: Chair's Report, Minutes and Matters Arising
24 September 2012	2011/12 Audited Statement of Accounts/ 2011/12 Annual Governance Statement – Action Plan Update	Internal Audit Update  Review of Fraud Related Policies  Audit Committee Skills Audit - Results  Payment Transparency  CIPFA Audit Committee Update  Internal Audit Management Arrangements Update	Corporate Risk Register		Annual Report to those charged with Governance (ISA 260)  Medium Term Financial Strategy Review	Sub-Committees: Chair's Report, Minutes and Matters Arising  Procurement Transformation Update

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
<b>17 December 2012</b>	2011/12 Annual Governance Statement – Action Plan Update	Internal Audit Update Payment Transparency Review of Assurance Framework	Corporate Risk Register	Delivery Directorate	Annual Audit Letter External Audit Plan 2012/13	Sub-Committees: Chair's Report, Minutes and Matters Arising  Audit Committee Self-Assessment Workshop  Benefits Fraud Sanctions Report 2011/12  Update on HR Improvement Plan  Annual Ombudsman Report  Update on the Shared Services Transformation Programme (assurance that Axon lessons learned have been addressed)
<b>10 January 2013</b>  (joint meeting with the Standards Committee)	2011/12 Annual Governance Statement – Action Plan Update					

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
11 March 2013	2011/12 Annual Governance Statement – Action Plan Update	Internal Audit Update  Internal Audit Terms of Reference Review  Corporate Assurance Plan 2013/14 – 2015/16  Payment Transparency	Corporate Risk Register	Education and Enterprise Directorate		Sub-Committees: Chair's Report, Minutes and Matters Arising  Audit Committee Terms of Reference Review
15 April 2013				Community Directorate	Annual Grants Certification Report	

**Also, to include:**

- As and when issued, CIPFA's Audit Committee Technical Updates will be brought before the Committee
- Audit fee letter – once further guidance issued as to when and where this should be presented

**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 2012/13**

Sub-Committee Meeting Date All at 2.00pm	Final Accounts / Annual Governance Statement	Revenue Budget & Capital Programme	Other Finance Matters
<b>27 July 2012</b>		Revenue Budget Outturn 2011/12 Capital Budget Outturn 2011/12 (incl Q1) Reserves, Provisions and Balances 2011/12 Quarter 1 Revenue Budget Monitoring 2012/13 2013/14 Draft Budget Strategy & Medium Term Financial Strategy	Treasury Management Annual Report 2011/12 Quarter 1 – Treasury Management 2012/13 Monitoring
<b>17 September 2012</b>	Update on External Audit of Statement of Accounts		
<b>12 December 2012</b>		Quarter 2 – Revenue Budget Monitoring Quarter 2 – Capital Budget Monitoring 2013/14 Draft Budget Strategy & Medium Term Financial Strategy	Quarter 2 – Treasury Management 2012/13 Monitoring
<b>25 February 2013</b>		Quarter 3 – Revenue Budget Monitoring Quarter 3 – Capital Budget Monitoring 2013/14 Budget Strategy & Medium Term Financial Strategy – Update	Quarter 3 - Treasury Management 2012/13 Monitoring

<b>22 April 2013</b>			
----------------------	--	--	--

**Monitoring of Audit Investigations  
Sub-Committee Work Programme 2012/13**

<b>Sub-Committee Meeting Date All at 2pm</b>	<b>Monitoring of Audit Investigations: to include details of completed investigations, implementation of recommendations, fraud risk register, pro-active testing, NFI updates, raising fraud awareness events, benchmarking and other fraud related activities</b>
<b>16 July 2012</b>	Audit Issues Update
<b>22 October 2012</b>	Audit Issues Update
<b>10 December 2012</b>	Audit Issues Update
<b>4 March 2013</b>	Audit Issues Update

### Audit Committee Member Training Programme 2012/13

Date	Training Event
<b>28 May 2012</b>	The Audit Committee and Internal Audit The Statement of Accounts
<b>2 July 2012</b>	Treasury Management Risk Management
	Further training following the Audit Committee Skills Audit on 6 July 2012 (should any gaps be identified) As and when issued, CIPFA's Audit Committee Technical Updates will be brought before the Committee