

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 Objectives	the Corporate Plan
Assessment of	Corporate (Strategic) Risks	Risk Workshops
Identification of	Key Controls	Risk Management Plans
Identification of	Sources of Assurance	Service Plans, Project Plans, Corporate Policies, External Reviews
Analysis of	Assurance 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 ^{Note 1}	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: 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: 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 <small>Note 1</small>	External Audit Reports and Inspection	Other Governance Issues
17 December 2012		Internal Audit Update Payment Transparency Review of Assurance Framework CIPFA Audit Committee Update	Corporate Risk Register		Annual Audit Letter	Sub-Committees: Minutes and Matters Arising Audit Committee Self-Assessment Workshop Benefits Fraud Sanctions Report 2011/12 HR Improvement Plan
10 January 2013 (joint meeting with the Standards Committee)	2011/12 Annual Governance Statement – Action Plan Update					
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	External Audit Plan 12/13	Sub-Committees: Minutes and Matters Arising Audit Committee Terms of Reference Review Annual Ombudsman Report
15 April 2013				Community Directorate Delivery 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
27 July 2012		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
17 September 2012	Update on External Audit of Statement of Accounts		
12 December 2012		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
25 February 2013		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

22 April 2013			
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**Monitoring of Audit Investigations
Sub-Committee Work Programme 2012/13**

Sub-Committee Meeting Date All at 2pm	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
16 July 2012	Audit Issues Update
22 October 2012	Audit Issues Update
21 January 2013	Audit Issues Update
4 March 2013	Audit Issues Update

Audit Committee Member Training Programme 2012/13

Date	Training Event
28 May 2012	The Audit Committee and Internal Audit The Statement of Accounts
2 July 2012	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