

Audit Committee Work Programme 2013/14

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
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Response

Action Plans

Directors, Management Teams, Project Teams

Audit Committee Work Programme 2013/14

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
8 July 2013	2012/13 Annual Governance Statement 2012/13 Draft Statement of Accounts	Annual Internal Audit Report 2012/13 Annual Review of Effectiveness of Internal Audit CIPFA Audit Committee Update Payment Transparency	Corporate Risk Register		External Audit Update Report	Sub-Committees: Minutes and Matters Arising Audit Committee – Annual Report
23 September 2013	2012/13 Audited Statement of Accounts	Internal Audit Update Review of Fraud Related Policies Payment Transparency Internal Audit Management Arrangements Update Internal Audit Charter	Corporate Risk Register		Annual Report to those charged with Governance (ISA 260) Medium Term Financial Strategy Review	Sub-Committees: Minutes and Matters Arising

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
16 December 2013		Internal Audit Update Payment Transparency	Corporate Risk Register		Annual Audit Letter	Sub-Committees: Minutes and Matters Arising Audit Committee Self-Assessment Workshop Benefits Fraud Sanctions Report 2012/13
10 March 2014	Annual Governance Statement – Significant Governance Issues	Internal Audit Update Strategy for Internal Audit 2014/15 – 2016/17 Payment Transparency	Risk Management Policy and Strategy Corporate Risk Register	Delivery Directorate	External Audit Plan 13/14	Sub-Committees: Minutes and Matters Arising Audit Committee Terms of Reference Review
14 April 2014			Corporate Risk Register	Community Directorate Education and Enterprise 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
- Strategic Director for Delivery
- Strategic Director for Community
- Strategic 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 2013/14**

Sub-Committee Meeting Date All at 2.00pm	Final Accounts / Annual Governance Statement	Revenue Budget & Capital Programme	Other Finance Matters
22 July 2013		Revenue Budget Outturn 2012/13 Capital Budget Outturn 2012/13 (incl Q1) Reserves, Provisions and Balances 2012/13 Quarter 1 Revenue Budget Monitoring 2013/14 2014/15 Draft Budget Strategy & Medium Term Financial Strategy	Treasury Management Annual Report 2012/13 Quarter 1 – Treasury Management 2013/14 Monitoring
16 September 2013	Update on External Audit of Statement of Accounts		
9 December 2013		Quarter 2 – Revenue Budget Monitoring Quarter 2 – Capital Budget Monitoring 2014/15 Draft Budget Strategy & Medium Term Financial Strategy	Quarter 2 – Treasury Management 2013/14 Monitoring
24 February 2014		Quarter 3 – Revenue Budget Monitoring Quarter 3 – Capital Budget Monitoring 2014/15 Budget Strategy & Medium Term Financial Strategy – Update	Quarter 3 - Treasury Management 2013/14 Monitoring

7 April 2014	2013/2014 Statement of Accounts Progress update		
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**Monitoring of Audit Investigations
Sub-Committee Work Programme 2013/14**

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
15 July 2013	Counter Fraud Report Audit Issues Update
21 October 2013	Counter Fraud Report Audit Issues Update
20 January 2014	Counter Fraud Report Audit Issues Update
28 April 2014	Counter Fraud Report Audit Issues Update

Audit Committee Member Training Programme 2013/14

Date	Training Event
24 June 2013	<ul style="list-style-type: none">• Raising Fraud Awareness• The Statement of Accounts