



# 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 <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 2013/14**

<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>8 July 2013</b>	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
<b>23 September 2013</b>	2012/13 Audited Statement of Accounts	Internal Audit Update  Payment Transparency  Internal Audit Management Arrangements Update  Internal Audit Charter  CIPFA Audit Committee Update	Risk Management Benchmarking		Annual Report to those charged with Governance (ISA 260)  Medium Term Financial Strategy Review	Sub- Committees: Minutes and Matters Arising

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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>16 December 2013</b>	Annual Governance Statement action Plan Update	Internal Audit Update Payment Transparency  CIPFA Audit Committee Update	Risk Management and Corporate Risk Register		Annual Audit Letter	Sub-Committees: Minutes and Matters Arising  Audit Committee Self-Assessment  Benefits Fraud Sanctions Report 2012/13  Benefit sanctions – amendment to arrangements
<b>10 March 2014</b>	Annual Governance Statement – Significant Governance Issues	Internal Audit Update  Strategy for Internal Audit 2014/15 – 2016/17  Payment Transparency  Review of Fraud Related Policies	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

[NOT PROTECTIVELY MARKED]

<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>14 April 2014</b>			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

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**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
<b>22 July 2013</b>		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
<b>16 September 2013 – Meeting cancelled</b>			
<b>9 December 2013</b>		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
<b>24 February 2014</b>		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
<b>7 April 2014</b>	2013/2014 Statement of Accounts Progress update		

[NOT PROTECTIVELY MARKED]

**Monitoring of Audit Investigations  
Sub-Committee Work Programme 2013/14**

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

[NOT PROTECTIVELY MARKED]

### Audit Committee Member Training Programme 2013/14

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