

Report

Audit Committee

Part 1

Date: 25 September 2017

Subject **Work Programme**

Purpose To report the details of this Committee's work programme.

Author Overview and Scrutiny Officer

Ward General

Summary The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Audit Committee function.

This report presents the current work programme to the Committee for information and details the items due to be considered at the Committee's next two meetings.

Proposal **The Committee is asked to endorse the proposed schedule for future meetings, confirm the list of people it would like to invite for each item, and indicate whether any additional information is required.**

Action by Audit Committee

Timetable Immediate

This report was prepared after consultation with:

- Head of Law and Regulation
- Head of Finance
- Head of People and Business Change

Background

The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Audit Committee function.

Attached at Appendix 1 is the forward work programme for this Committee. Below are the items scheduled to be presented at the Committee's next two meetings. Committee Members are asked to endorse this schedule, confirm the list of people they would like to invite for each item, and indicate whether any additional information or research is required.

30 November 2017

Internal Audit Plan 2017/18 – Progress (Quarter 2)
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2, July to September)
Treasury Management Report (April to September)
Lessons Learned 2016/17
Report on Audit Committee Self Evaluation Exercise
Referrals to Audit Committee

25 January 2018

Internal Audit Plan – Progress (Quarter 3)
Financial Memorandum on the 2016-17 Financial Audit
Treasury Management Report
Corporate Risk Register (Considered by Cabinet in Jan)
Regulatory Reports Summary (6 monthly report)
Internal Audit Unsatisfactory Audit Opinions (6 monthly report)
Referrals to Audit Committee

Financial Summary

Please see comments from Chief Financial Officer below.

Risks

If proper work programming procedures are not put in place, the organisation and prioritisation of the work programme is put at risk. The work of the Audit Committee could become disjointed from the work of the rest of the Council, which could undermine the positive contribution Audit Committee makes to service improvement.

This report is presented to each Committee every month in order to mitigate that risk. The specific risks associated with individual topics on the work programme will need to be addressed as part of the Committee's investigations.

Comments of Chief Financial Officer

There will be financial consequences for some of the reviews undertaken. These will be commented upon as the reports are presented. The preparing and monitoring of the work programme is done by existing staff for which budget provision is available.

Comments of Monitoring Officer

I have no comments, as there are no legal implications.

Staffing Implications: Comments of Head of People and Business Change

There are no staffing implications within this report. Any staffing implications of the reviews in the work programme will need to be addressed in individual reports.

Background Papers

None.

(Audit Committee to meet every other month unless circumstances dictate otherwise)

30 May 2017
Appointment of Chairperson
Internal Audit Annual Report 2016/17
Internal Audit Annual Plan 2017/18
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 4, Jan to March)
Treasury Management Year End Report 2016/17
Corporate Risk Register Update (considered by Cabinet in April)
Regulatory Reports
Audit Committee Self Evaluation Exercise
Referrals to Audit Committee

26 June 2017
Internal Audit Unsatisfactory Audit Opinions (6 monthly report)
Annual Governance Statement
Draft Financial Accounts 2016/17
Referrals to Audit Committee

25 September 2017
Internal Audit Plan 2017/18 – Progress (Quarter 1)
Statement of Accounts 2016-17
Audit of Financial Statements Report 2016-17
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 1, April to June)
Corporate Risk Register Update (Considered by Cabinet in September)
Referrals to Audit Committee

30 November 2017
Internal Audit Plan 2017/18 – Progress (Quarter 2)
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 2, July to September)
Treasury Management Report (April to September)
Lessons Learned 2016/17
Report on Audit Committee Self Evaluation Exercise
Referrals to Audit Committee

25 January 2018
Internal Audit Plan – Progress (Quarter 3)
Financial Memorandum on the 2016-17 Financial Audit
Treasury Management Report
Corporate Risk Register (Considered by Cabinet in Jan)
Regulatory Reports Summary (6 monthly report)
Internal Audit Unsatisfactory Audit Opinions (6 monthly report)
Referrals to Audit Committee

29 March 2018
Annual Audit outline for the 2017/18 Financial Audit
WAO Annual Report on Grants Works 2016-17
SO24/Waiving of Contract SOs: Quarterly report reviewing Cabinet/CM urgent decisions or waiving Contract SOs (Quarter 3, October to December)
Annual Governance Statement (draft statement)
Member Development Self Evaluation Exercise
Referrals to Audit Committee

Unallocated work
Treasury Management Training – All Member Seminar arranged for Wed, 11 October 2017 4-6pm
Issues Outstanding – Member Development Self Evaluation Exercise