



Audit Committee Report

Report of: Director of Legal and Governance

Date: 14 January 2016

Subject: Work Programme

Author of Report: Dave Ross (0114 273 5033)

Summary:

The report provides details of a proposed work programme for the Committee

Recommendations:

That the Committee:-

(a) considers the Work Programme and identifies any further items for inclusion;
and

(b) approves the work programme.

Background Papers: None

Category of Report: OPEN

Statutory and Council Policy Checklist

| |
|---|
| Financial Implications |
| NO Cleared by: |
| Legal Implications |
| NO Cleared by: |
| Equality of Opportunity Implications |
| NO Cleared by: |
| Tackling Health Inequalities Implications |
| NO |
| Human rights Implications |
| NO: |
| Environmental and Sustainability implications |
| NO |
| Economic impact |
| NO |
| Community safety implications |
| NO |
| Human resources implications |
| NO |
| Property implications |
| NO |
| Area(s) affected |
| NONE |
| Relevant Scrutiny Committee if decision called in |
| Not applicable |
| Is the item a matter which is reserved for approval by the City Council? |
| NO |
| Press release |
| NO |

WORK PROGRAMME

1. Purpose of Report

1.1 To consider an outline work programme for the Committee for 2015/16 and to identify any further items for inclusion.

2. Work Programme

2.1 It is intended that there will be at least five meetings of the Committee during the year with three additional meetings arranged if required. The work programme is based around the attached terms of reference and includes some items which are dealt with at certain times of the year to meet statutory deadlines, such as the Annual Governance Report and Statement of Accounts, and other items requested by the Committee.

2.2 An outline programme is set out below and Members are asked to identify any further items for inclusion.

| Date | Item | Author |
|------------------|---|--|
| | | |
| 11 February 2016 | (additional meeting if required) | |
| 10 March 2016 | (additional meeting if required) | |
| | | |
| 14 April 2016 | Annual Audit Fee Letter 2016/17 | Tim Cutler (Partner, KPMG) |
| 14 April 2016 | Internal Audit Plan 2016/17 | Kayleigh Inman (Senior Finance Manager) |
| 14 April 2016 | Internal Audit Review of Reactive and Proactive Fraud Work | Kayleigh Inman (Senior Finance Manager) |
| 14 April 2016 | International Auditing Standards – Compliance with Internal Control/Counter Fraud | Dave Phillips (Acting Director of Finance) |
| 14 April 2016 | Certification of Claims and Returns Annual Report 2014/15 | Tim Cutler (Partner, KPMG) |
| 14 April 2016 | External Audit Plan 2015/16 | Tim Cutler (Partner, KPMG) |
| | | |
| 14 July 2016 | Update on Strategic Outcome Planning | John Mothersole (Chief Executive) |
| 14 July 2016 | Strategic Risk Management | Richard Garrad (Corporate Risk Manager) |
| 14 July 2016 | Other items to be confirmed | |

2.3 Meeting dates and a work programme for 2016/17 will be available for the next meeting of the Committee.

3. **Recommendation**

3.1 That the Committee:-

(a) considers the Work Programme and identifies any further items for inclusion;
and

(b) approves the work programme.

Director of Legal and Governance