

**Open Report on behalf of Pete Moore, Executive Director Resources and  
Community Safety**

Report to:	<b>Audit Committee</b>
Date:	<b>31 January 2011</b>
Subject:	<b>Work Plan</b>

**Summary:**

This Report provides the Committee with information on progress on agreed actions and its work plan up to July 2011.

**Recommendation(s):**

Review the progress of agreed actions in Appendix A.

Review the work plan set out in Appendix B and identify any changes.

Consider any particular areas of assurance required in light of the Executive Directors update.

**Background**

- 1.1 An agreed action plan has been pulled together to help the Committee keep track of actions agreed during meetings or workshops (see Appendix A).
- 1.2 A work plan has based on the core activities of the Committee as set out in its terms of reference and best practice (see Appendix B).

**Conclusion**

- 2.1 The work plan helps the Committee monitor its work programme and keep track of areas it requires further work and / or assurance.

**Consultation**

**a) Policy Proofing Actions Required**

Not applicable

**Appendices**

These are listed below and attached at the back of the report	
Appendix A	Agreed Actions
Appendix B	Work Plan to July 2011

### **Background Papers**

The following background papers as defined in the Local Government Act 1972 were relied upon in the writing of this report.

Document title	Where the document can be viewed
N/A	

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