

Audit Committee – Action Plan

Agreed Action	Person Responsible	Target Date	Outcome / Progress
Update on the complaints process	Mark Haynes	November 2011	Full report November 2011 – in work plan
Reports be submitted to future meetings of the Audit Committee: <ul style="list-style-type: none"> ■ Climate Change ■ ICT detailed plan and progress 	Lucy Pledge	November 2011	In November Work Plan In September Work Plan
Programme Centre: <ul style="list-style-type: none"> ■ Overview of activities ■ Quarterly updates (attendance by exception) 	David O'Connor	Sept 2011 Nov 2011	Briefing for members (20/30 mins) Assurance on progress - committee to reconsider frequency and format of updates and use of Information Hub reports
Indicative times on agendas <ul style="list-style-type: none"> ■ 3 hour meetings (10 min breaks built in) ■ heads up / synopsis of change provided in between meetings 	Lucy Pledge	Sept 2011	More effectively manage verbal/written presentations and allow more interaction from Committee. Protocol for officers Ad-hoc briefings to improve Committee input at meetings and drive agendas
Produce general skills paper for Audit Committee members	Lucy Pledge	Jan 2012	To assist new members and aid existing members to identify training needs
Information on major fraud cases <ul style="list-style-type: none"> ■ by exception ■ lessons learned 	Stephanie Kent	Quarterly	Verbal updates on major fraud cases Assurances on lessons learned included in progress and annual reports
Communication to other members <ul style="list-style-type: none"> ■ Audit Committee Annual Report 	Chair	Sept 11	To raise awareness of Audit Committee activities with wider Council
To consider need for another independent committee member	Committee	Nov/Dec	To protect the committee Improve skills mix of committee – finance and performance management

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Delegate scrutiny to members – specialist areas	Chair	Nov	Enhance insight and challenge
Matters escalated to Executive	Chair	July 11	Assurances required – Audit Committee to raise formally if response not satisfactory

Completed Actions			

Audit Committee – Work Plan

11 th July 2011	26 th September 2011	14 th November 2011	19 th December 2011	January 2012
1. . Draft statement of accounts 10/11	1. Internal Audit progress report against 2011/12 plan	1. Report update on complaints process	1. Internal Audit progress report against plan	1. Analysis of high priority audit recommendations
2. Review of the effectiveness of internal audit	2. Counter Fraud progress report	2. Report on Climate Change	2. Counter Fraud progress report	2. Overview of Standards responsibilities (David O'Connor)
3. Review of the Council's Governance arrangements Annual Governance Statement 2011.	3. Analysis of outstanding high recommendations	3. Report on Programme Centre activities	3. Risk Management update	3. Re-visit Audit Committee Terms of Reference
4. Update on Business Continuity Management	4. Whistle blowing Annual Report 2010/11	5. Chief Executive attendance – impact of Workforce Change and service changes	4. External Audit Annual Audit Letter	4. Report on School Governor training (Statistics)
5. ICT Disaster recover detailed plan and progress Moved to September 11	5. Progress report on strategic risk management	6. Understanding the Council's Assurance Map	5. Audit Committee Work Plan	
6. Regulation of Investigatory Powers Act (RIPA) Moved to September 11	6. External Audit Governance Report	7. Report on Governance – expectations on how the Council does business	6. Feedback on Internal Audit (from Directorates)	Training Session after Committee – How to 'read' / assess / understand risk in reports
7. Adult Social Care – update by Terry Hawkins and Pete Gittins	7. External Audit – approval of financial statements and Annual Governance Statement		7. Private Meeting with External Auditors	

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8. Audit Committee work plan	8. Audit Committee work plan			
9. Internal Audit Annual Report 2010/11	9. ICT Disaster recovery detailed plan and progress			
	10. Audit Committee Annual Report			

March 2012	April 2012	June 2012	July 2012	September 2012
1. Internal Audit progress against plan	1. Annual Audit Report on Schools	1. Internal Audit Annual Report 2011/12	1. Draft Statement of Accounts 11/12	
2. Draft Internal Audit Plan 12/13	2. Update on Assurance Mapping	2. Counter Fraud Annual Report 2011/12	2. Review of the effectiveness of Internal Audit	
3. Counter Fraud progress against plan	3. External Audit Annual Audit Fees 2012/13	3. Annual Risk Management Report	3. Review of the Council's Annual Governance Statement 2011	
4. Draft Counter Fraud Work Plan 12/13	4. Audit Committee work Plan	4. Report on Programme Centre activities		

