

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

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|------------|------------------------|
| Report to: | <b>Audit Committee</b> |
| Date:      | <b>11 June 2012</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 November 2012.

**Recommendation(s):**

- 1 Review the progress of agreed actions in Appendix A, and
- 2 Review the work plan set out in Appendix B and identify any changes.
- 3 Agree agenda items for the 9th July 2012 Committee
- 4 Approve the proposed changes to the Committee calendar / dates.

**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).
- 1.3 At the last meeting we discussed the number and dates of future meetings. It is proposed to cancel the following meetings in the calendar:
  - 17<sup>th</sup> December 2012
  - 18<sup>th</sup> March 2013
  - 16<sup>th</sup> December 2013, and move
  - 23<sup>rd</sup> September 2013 to 30<sup>th</sup> September 2013.

This means that there will be four quarterly meetings to consider the 'core' business items of the Committee and two meetings to enable specific topics to be considered in more detail, if required.

## 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 September 2012 |

## 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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