

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

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|------------|------------------------|
| Report to: | <b>Audit Committee</b> |
| Date:      | <b>09 July 2012</b>    |
| Subject:   | <b>Work Plan</b>       |

**Summary:**

This Report provides the Committee with information on progress on aged actions and its work plan up to November 2012.

**Recommendation(s):**

- Review the progress of agreed actions in Appendix A, and
- Review the work plan set out in Appendix B and identify any changes.
- Agree agenda items for the 24th September 2012 Committee

**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 November 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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