

Audit Committee Work Plan – 2015/16		
23rd November 2015	Assurances Required / Being Sought	Relevancy – Terms of Reference
Core Business		
<ul style="list-style-type: none"> Update on the Agresso project 	<p>Assess the adequacy of the Council's financial control environment.</p> <p>Ensure any issues / risks identified are being effectively managed.</p> <p>Confirm that the recovery plan has been successfully delivered.</p> <p>Confirm that any impact on the 2015/16 financial statements has been identified and is being effectively managed.</p>	
Counter Fraud Progress Report	<p>Confirm that the Council's counter fraud activity is targeted and effective.</p> <p>Ensure that appropriate progress is being made on the delivery of the Counter Fraud plan.</p> <p>Ensure that lessons have been learnt – understand fraud risks facing the Council and actions being taken to reduce the risk</p>	To monitor Council policies on confidential reporting code, anti-fraud and anti-corruption policy and the Council's complaints process. ¹
<ul style="list-style-type: none"> Internal Audit – External Assessment 	Assurance over Internal Audit conformance with the Public Sector Internal Audit Standards	Council maintains an effective internal audit service
<ul style="list-style-type: none"> Review of Audit Committee Terms of Reference 	Assurance that role and remit of the committee continues to meet best practice.	Council maintains an effective Audit Committee
<ul style="list-style-type: none"> Risk Management Progress Report 	Gain assurance that the Council is effectively	To monitor the effective development and

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	<p>managing its key risks – has good risk management systems/processes in place that enable decision makers to understand the level of risk being taken and the Council is prepared to accept.</p> <p>That there have been no big surprises for the Council where it suffered significant financial loss or reputational damage.</p>	operation of risk management and corporate governance in the Council.
<ul style="list-style-type: none"> External Audit Progress Report 	<p>Seek assurance over progress and delivery of the external audit plan and that any risks to successful production of the financial statements and audit are being managed.</p> <p>Note: Further assurance needed around impact / risks associated with early close down and Agresso.</p>	To comment on the scope and depth of external audit work and to ensure it gives value for money
<ul style="list-style-type: none"> External Audit Annual Audit Letter 2014/15 	Obtain assurance over the outcome of the External Audit 2015.	To comment on the scope and depth of external audit work and to ensure it gives
Other Assurance		
<p>Invite Executive Directors to a meeting to look in more depth at their assurance arrangements – seeking assurance that:</p> <ul style="list-style-type: none"> We are maintaining good governance during times of change. Understand the assurance framework through times of change and associated with the Commissioning Strategies. Particularly the impact on the assurance framework resulting from these changes, for example, senior management review, fundamental budget review and the impact on the 1st and 2nd lines of assurance (management / corporate functions). 	<p>Gain understanding of the impact of change on the Council's governance, risk and control arrangements.</p> <p>Seeking assurance that they continue to work well.</p>	<p>To review any issues referred to it by the Chief Executive, Director or any council body</p> <p>To consider the Council's compliance with its own and other published standardards and controls.</p>
25th January 2016	Assurances Required / Being Sought	Relevancy – Terms of Reference
Core Business		

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<ul style="list-style-type: none"> Update on the Agresso project 	<p>Assess the adequacy of the Council's financial control environment.</p> <p>Ensure any issues / risks identified are being effectively managed.</p> <p>Confirm that the recovery plan has been successfully delivered.</p> <p>Confirm that any impact on the 2015/16 financial statements has been identified and is being effectively managed.</p>	
<ul style="list-style-type: none"> Internal Audit Progress Report 	<p>Understand the level of assurances being given as a result of audit work and their impact on the Council's governance, risk and control environment.</p> <p>Ensure management action is taken to improve controls / manage risks identified</p> <p>encouraging ownership of the internal control framework by appropriate managers</p> <p>Encouraging ownership of the internal control framework by appropriate managers</p> <p>Confirm appropriate progress being made on the delivery of the audit plan and performance targets</p>	<p>To consider reports dealing with the management and performance of internal audit</p> <p>To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale</p>
<ul style="list-style-type: none"> Update on Libraries Action plan 	<p>Ensure management action is taken to improve controls / manage risks identified</p>	
<ul style="list-style-type: none"> Update on Coroners Action plan 	<p>Ensure management action is taken to improve controls / manage risks identified</p>	
<ul style="list-style-type: none"> External Audit Progress Report and Plan 	<p>Seek assurance over progress and delivery of the</p>	<p>To comment on the scope and depth of external</p>

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	<p>external audit plan and that any risks to successful production of the financial statements and audit are being managed.</p> <p>Note: Further assurance needed around impact / risks associated with early close down.</p>	audit work and to ensure it gives value for money
<ul style="list-style-type: none"> Update on action re Annual Governance Statement 2015 	Gain assurance that management have progressed the agreed actions associated with the significant issues / key risks identified in the Annual Governance Statement.	<p>To oversee the production of the Council's Annual Governance Statement and to recommend its adoption</p> <p>To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice</p>
Review of Accounting Policies	Seek assurance that the Council has appropriate accounting policies in place to ensure that items are treated correctly in the accounts.	To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council
<ul style="list-style-type: none"> Annual Report reviewing the effectiveness of the Council's complaints and compliments process, including how well the Council has dealt with complaints as demonstrated by the Local Government Ombudsman's Report. 	That the Council's process and procedures for dealing with complaints and compliments is effective.	
<ul style="list-style-type: none"> Whistleblowing Annual Report 	Provide the Committee with an overview of the Council's whistleblowing arrangements throughout the year 2014/15.	To meet the Committee's Regulatory Frameworks requirement to monitor the Council's confidential reporting policy.
<ul style="list-style-type: none"> Review of compliance with Regulation of Investigatory Powers Act 		
Other Assurance		
<ul style="list-style-type: none"> Combined Assurance Status Reports 	Understand the level of assurances being provided on the Council's critical systems, key risks and projects and how they link to the Committees role and remit	To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice

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	and the Annual Governance Statement.	
21st March 2015	Assurances Required / Being Sought	Relevancy – Terms of Reference
Core Business		
<ul style="list-style-type: none"> Draft Internal Audit Plan 2016/17 	<p>That the Internal Audit Plan focuses on the key risks facing the Council and is adequate to support the Head of Audit opinion.</p> <p>Confirm that the plan achieves a balance between setting out the planned work for the year and retaining flexibility to changing risks and priorities during the year.</p> <p>Ensure that the Internal Audit Resource has sufficiently capacity and capability to deliver the plan.</p> <p>Seek an understanding of what assurances Internal Audit will be providing the Committee to help it discharge its terms of reference.</p>	To consider reports dealing with the management and performance of internal audit
<ul style="list-style-type: none"> Draft Counter Fraud Plan 2016/17 	<p>Gain assurance that the Council has effective arrangements in place to fight fraud locally.</p> <p>Ensure that counter fraud resources are targeted to the Council's key fraud risks.</p>	To monitor Council policies on confidential reporting code, anti-fraud and anti-corruption policy and the Council's complaints process.
<ul style="list-style-type: none"> International Audit Standards on the risks associated with the impact of potential fraud and error on the Financial Statements 	<p>Seek assurance that the statements made against the standard accurately reflect the Council's counter fraud arrangements.</p>	To monitor Council policies on confidential reporting code, anti-fraud and anti-corruption policy and the Council's complaints process.
<ul style="list-style-type: none"> Risk Management Progress Report 	<p>Gain assurance that the Council is effectively managing its key risks – has good risk management systems / processes in place that enable decision makers to understand the level of risk being taken and the Council is prepared to accept.</p> <p>That there has been on big surprises for the Council</p>	To monitor the effective development and operation of risk management and corporate governance in the Council

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	where it suffered significant financial loss or reputational damage.		
<ul style="list-style-type: none"> External Audit Grant Certification Report 	Seek assurances that claims and returns have been managed appropriately and that there are no significant errors that would result in loss of funding.		
<ul style="list-style-type: none"> External Audit Progress Report 	<p>Seek assurance over progress and delivery of the external audit plan and that any risks to successful production of the financial statements and audit are being managed.</p> <p>Note: Further assurance needed around impact / risks associated with early close down.</p>	To comment on the scope and depth of external audit work and to ensure it gives value for money	
<ul style="list-style-type: none"> Review of draft Annual Report on the work of the Audit Committee 	Provide assurance that the Committee has adequately discharged its terms of reference and has positively contributed to how well the Council is run.		
Other Assurance			
Internal Audit – External Assessment			

Audit Committee Action Plan – 2014/15			
Action	Terms of Reference Outcome	Key Delivery Activities	Who by and When
Clarify who should attend the Audit Committee and expectations on the information being presented.	<p>Ensure that relevant and focussed reports are presented. Provides more certainty that assurance is relevant & reliable</p> <p>Promote constructive challenge during meetings</p> <p>Strengthen accountability arrangements and the effectiveness of the Audit Committee</p>	<p>Reporting protocol developed</p> <p>Not yet started</p>	Audit and Risk Manager
Undertake a skills and knowledge survey to review and establish any training and development needs as a whole Committee.	Enhance the effectiveness of the Audit Committee	In progress	
<p>A number of areas for consideration regarding the work plan were identified last year, namely:-</p> <ul style="list-style-type: none"> • Reviewing and encouraging transparency in partnership decision making. • Understand and seek assurance over the governance and risks associated with our key partners. • Facilitate risk management training and awareness for members and staff. To 			

<p>clarify the understanding of the level of risk the Council is prepared to accept across its key activities / business units.</p> <ul style="list-style-type: none">• Overview of the constitution• Compliance with the Transparency Code <p>Are these areas which the Committee still wants to seek assurance around?</p>			
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