

Regulatory and Other Committee

Open Report on behalf of Pete Moore, Executive Director Finance and Public Protection

Report to:	Audit Committee
Date:	21 July 2014
Subject:	Work Plan

Summary:

This report provides the Committee with information the core assurance activities currently scheduled for the 2014/15 work plan.

Recommendation(s):

1. Review and amend the Audit Committee's work plan ensuring it contains the assurances necessary to approve the Annual Governance Statement 2015.
2. Consider the action plan designed to improve the effectiveness of the Committee and approve the way forward / delivery of the actions.

Background

1. The Audit Committee has been reviewing its effectiveness over the last few months. Workshops were held on the 31st March 2014 and on 23rd June. The results of this work showed that overall members of the Committee were:
 - Clear about the Committee's purpose and governance.
 - Were generally content with the membership of the committee and support – recognising there were opportunities to improve.
 - Acknowledged that there were some areas of the Committee's terms of reference not covered in its work plan.
2. The work plan has been pulled together based on the core assurance activities of the Committee as set out in its terms of reference; best practice and the outcome of the workshops (see Appendix A).
3. Acting on feedback from at the workshop the format of the work plan has been amended to help clarify the assurances being sought by the Committee (the reason the paper is on the agenda) and to provide the Committee with an opportunity to reflect on the effectiveness of the

meeting at the end (did the paper / officer give the assurances expected / sought?).

4. There was also number of actions identified at the workshops where the Committee felt there were opportunities to improve. We have started to record these in the attached action plan – Appendix B.
5. The Members are asked to review both the work plan and action plan to:
 - a. Confirm that they include all the areas discussed at the workshops
 - b. Identify the assurances they are seeking on future work plan topics – (what – why – how will they obtain these assurances?)
 - c. Confirm how they wish to participate in delivering the actions eg
 - Content for officers to work with the Chairman and Vice Chairman of the Committee
 - Form a small task and finish group to consider some of the action eg partnership assurance – seeking assurance from VfM / Executive
6. Finally, it was suggested that we could use the terms of reference as a forward plan for the Committee. We have pulled together a version of the work plan on this basis – see appendix C. Members are asked which do they prefer?

Conclusion

7. The work plan helps the Committee ensure that the Committee effectively delivers its terms of reference and keep track of areas where it requires further work and/or assurance.

Consultation

a) Policy Proofing Actions Required

n/a

Appendices

These are listed below and attached at the back of the report	
Appendix A	Work Plan to March 2015
Appendix B	Audit Committee Action Plan – 2014/15
Appendix C	Audit Committee Work Plan for 2014/15 – Terms of Reference

Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

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