

<b>Audit Committee Work Plan – 2014/15</b>		
<b>24<sup>th</sup> November 2014</b>	<b>Assurances Required / Being Sought</b>	<b>Relevancy – Terms of Reference</b>
<b>Core Business</b>		
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. <sup>1</sup>
Risk Management – Update of Financial Procedure	Gain assurance that the Council is effectively managing its key.	To monitor the effective development and operation of risk management and corporate governance in the Council
<b>Other Assurance</b>		
<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"> <li>• We are maintaining good governance during times of change.</li> <li>• 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 1<sup>st</sup> and 2<sup>nd</sup> lines of assurance (management / corporate functions).</li> </ul>	<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 standards and controls.</p>

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<p>Review of the effectiveness of the Council's standards regime, including how well the Council:</p> <ul style="list-style-type: none"> <li>• Has dealt with complaints</li> <li>• Promoted and maintained standards</li> <li>• Obtained assurance over the completeness and accuracy of the register of interests</li> </ul>	<p>Gain assurance that officers and members promote and maintain high standards expected in public life.</p>	<p>Promoting and maintaining high ethical standards by Councillors and non-elected members</p> <p>Assisting the Councillors and non-elected members to observe the Members' Code of Conduct</p> <p>Advising the Council on the adoption or revision of the Members' Code of Conduct</p> <p>Monitoring the operation of the Members' Code of Conduct; Advising, training or arranging to train Councillors and non-elected members on matters relating to the Members' Code of Conduct; Determining complaints of breaches of the Code of Conduct for Members referred for hearing by the Monitoring Officer</p>
<b>26<sup>th</sup> January 2015</b>	<b>Assurances Required / Being Sought</b>	<b>Relevancy – Terms of Reference</b>
<b>Core Business</b>		
<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> </ul>	<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>

<b>Audit Committee Work Plan – 2014/15</b>		
<ul style="list-style-type: none"> <li>External Audit Progress Report and Plan</li> </ul>	<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>	<p>To comment on the scope and depth of external audit work and to ensure it gives value for money</p>
<ul style="list-style-type: none"> <li>Update on action re Annual Governance Statement 2014</li> </ul>	<p>Gain assurance that management have progressed the agreed actions associated with the significant issues / key risks identified in the Annual Governance Statement.</p>	<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>
<ul style="list-style-type: none"> <li>Review of Accounting Policies</li> </ul>	<p>Seek assurance that the Council has appropriate accounting policies in place to ensure that items are treated correctly in the accounts.</p>	<p>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</p>
<b>Other Assurance</b>		
<ul style="list-style-type: none"> <li>Combined Assurance Status Reports</li> </ul>	<p>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 and the Annual Governance Statement.</p>	<p>To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice</p>
<b>March 2015</b>	<b>Assurances Required / Being Sought</b>	<b>Relevancy – Terms of Reference</b>
<b>Core Business</b>		
<ul style="list-style-type: none"> <li>Draft Internal Audit Plan 2015/16</li> </ul>	<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</p>	<p>To consider reports dealing with the management and performance of internal audit</p>

<b>Audit Committee Work Plan – 2014/15</b>		
	<p>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>	
<ul style="list-style-type: none"> <li>Draft Counter Fraud Plan 2015/16</li> </ul>	<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"> <li>International Audit Standards on the risks associated with the impact of potential fraud and error on the Financial Statements</li> </ul>	<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"> <li>Risk Management Progress Report</li> </ul>	<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 where it suffered significant financial loss or reputational damage.</p>	To monitor the effective development and operation of risk management and corporate governance in the Council
<ul style="list-style-type: none"> <li>External Audit Grant Certification Report</li> </ul>	<p>Seek assurances that claims and returns have been managed appropriately and that there are no significant errors that would result in loss of funding.</p>	
<ul style="list-style-type: none"> <li>External Audit Progress Report</li> </ul>	<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 /</p>	To comment on the scope and depth of external audit work and to ensure it gives value for money

<b>Audit Committee Work Plan – 2014/15</b>			
	risks associated with early close down.		
<b>Other Assurance</b>			



<b>Audit Committee Action Plan – 2014/15</b>			
<b>Action</b>	<b>Terms of Reference Outcome</b>	<b>Key Delivery Activities</b>	<b>Who by and When</b>
Understanding the role and remit of the VfM Scrutiny Committee and being clear about what and how the Audit Committee will seek assurance from it.	<p>Provides insight and assurance which will support the development of the Annual Governance statement and review of the Council’s governance arrangements.</p> <p>Confirm that Audit Committee has all the assurance it needs from the Scrutiny function – from whom and in what form the assurance will be. That it’s working well.</p>	Establish joint working protocol between scrutiny and audit committees.	Audit & Risk Manager December 2014
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 &amp; reliable</p> <p>Promote constructive challenge during meetings</p> <p>Strengthen accountability arrangements and the effectiveness of the Audit Committee</p>	Reporting protocol developed	Audit and Risk Manager  January 2014
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	Development of skills and knowledge survey	Audit and Risk Manager / KPMG February 2014

Action	Terms of Reference Outcome	Key Delivery Activities	Who by and When
<p>Reviewing and encouraging transparency in partnership decision making.</p> <p>Understand and seek assurance over the governance and risks associated with our key partners.</p>	Promoting Good Governance	Agree with Chairman when and how to include this on the agenda	<p>Audit &amp; Risk Manager</p> <p>November 2014</p>
Facilitate risk management training and awareness for members and staff. To clarify the understanding of the level of risk the Council is prepared to accept across its key activities / business units.	Confidence that the risks management arrangements for the Council are operating effectively	<p>Deliver risk management awareness session to the Audit Committee</p> <p>Deliver risk management training and awareness:</p> <ul style="list-style-type: none"> <li>• Thinking about Risk – risk culture and strategy</li> <li>• A practical guide to risk management</li> </ul>	<p>Audit &amp; Risk Manager</p> <p>January 2014</p> <p>Audit &amp; Risk Manager</p> <p>January 2014</p>
Ensure that the 'independent' member is provided with same information as elected members	n/a	<p>Confirm that independent member has:</p> <ul style="list-style-type: none"> <li>~ access to GEORGE (intranet)</li> <li>~ is included on Councillor circulation lists</li> <li>~ is included on an Councillor briefing events</li> </ul>	<p>Audit &amp; Risk Management</p> <p>November 2014</p>
<p>How the Committee meets its terms of reference re:</p> <ul style="list-style-type: none"> <li>• Overview of the constitution</li> <li>• Monitoring the Council's complaint process</li> </ul>	Enhance governance arrangements	Agree with Chairman when and how to include these agenda items	<p>Audit &amp; Risk Manager</p> <p>November 2014</p>
Review of the Committee's Terms of Reference in light of revised CIPFA guidance	n/a	Agree with Chairman when and how to include this agenda item.	<p>Audit &amp; Risk Manager</p> <p>November 2014</p>

Other areas that the Committee may wish to consider including within its work plan are:



Audit Committee – Work Plan

- Compliance with the transparency code
- Outcome of whistleblowing commission