

Audit Committee Work Plan – 2014/15		
26th January 2015	Assurances Required / Being Sought	Relevancy – Terms of Reference
Core Business		
<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"> External Audit Progress Report and Plan 	<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>
Other Assurance		

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30th March 2015	Assurances Required / Being Sought	Relevancy – Terms of Reference
Core Business		
<ul style="list-style-type: none"> Draft Internal Audit Plan 2015/16 	<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 2015/16 	<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 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

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<ul style="list-style-type: none"> External Audit Grant Certification Report 	<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"> 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>	<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"> Update on action re Annual Governance Statement 2014 	<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"> Review of Accounting Policies 	<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>
Other Assurance		

Audit Committee Action Plan – 2014/15

Action	Terms of Reference Outcome	Key Delivery Activities	Who by and When
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.	Provides insight and assurance which will support the development of the Annual Governance statement and review of the Council’s governance arrangements. 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.	Establish joint working protocol between scrutiny and audit committees. Update Audit Report to Committee on 26.01.15	Audit & Risk Manager December 2014 Completed
Clarify who should attend the Audit Committee and expectations on the information being presented.	Ensure that relevant and focussed reports are presented. Provides more certainty that assurance is relevant & reliable Promote constructive challenge during meetings Strengthen accountability arrangements and the effectiveness of the Audit Committee	Reporting protocol developed	Audit and Risk Manager January 2015 Revised date March 2015
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 2015

Action	Terms of Reference Outcome	Key Delivery Activities	Who by and When
Reviewing and encouraging transparency in partnership decision making. Understand and seek assurance over the governance and risks associated with our key partners.	Promoting Good Governance	Agree with Chairman when and how to include this on the agenda	Audit & Risk Manager 2015/16 Work Plan
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	Deliver risk management awareness session to the Audit Committee Deliver risk management training and awareness: <ul style="list-style-type: none"> • Thinking about Risk – risk culture and strategy • A practical guide to risk management 	Audit & Risk Manager January 2015 Audit & Risk Manager January 2015 Scheduled for March 2015
Ensure that the 'independent' member is provided with same information as elected members	n/a	Confirm that independent member has: ~ access to GEORGE (intranet) ~ is included on Councillor circulation lists ~ is included on an Councillor briefing events	Audit & Risk Management November 2014 Completed follow up March 2015
How the Committee meets its terms of reference re: <ul style="list-style-type: none"> • Overview of the constitution • Monitoring the Council's complaint process 	Enhance governance arrangements	Agree with Chairman when and how to include these agenda items Revised date March 2015	Audit & Risk Manager November 2014
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. To be included in Work Plan 2015/16	Audit & Risk Manager November 2014

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