

AUDIT COMMITTEE

19 MARCH 2015

REPORT OF CORPORATE DIRECTOR (CORPORATE SERVICES)

A.5 AUDIT COMMITTEE WORK PROGRAMME 2015/16 (Report prepared by Richard Barrett)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To present for approval the Audit Committee's proposed work programme covering the period April 2015 to March 2016.

EXECUTIVE SUMMARY

A work programme covering the period April 2015 to March 2016 has been prepared which reflects the significant element of regulatory / statutory activity required along with other associated work which falls within the responsibilities of the Audit Committee.

RECOMMENDATIONS

That the Audit Committee considers and approves the Audit Committee Work programme for 2015/16.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The existence of sound governance, internal control and financial management practices and procedures are essential to the delivery of the Corporate priorities supported by effective management and forward planning within this overall framework.

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

Although there are no significant financial implications associated with the work programme of the Committee, additional officer time or resources may be required to support the activities of the Committee and existing budgets will be reviewed as appropriate if the potential for additional costs arises.

Risk

The work programme of the Committee covers a mix of governance arrangements along with statutory and regulatory functions. The work programme aims to address these areas of responsibility within related timescales and deadlines to support, protect and enhance the Council's reputation and governance framework.

LEGAL

Statutory and regulatory requirements have been recognised within the work programme.

OTHER IMPLICATIONS

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation/Public Engagement.

The work programme has no direct impact on these issues although they could feature within areas of work falling within the remit of the Audit Committee in future which would be addressed specifically as and when they arise.

PART 3 – SUPPORTING INFORMATION

PROPOSED WORK PROGRAMME 2015/16

The Audit Committee has a wide ranging area of responsibility with statutory and regulatory functions making up a significant element of their work.

The meetings of the Committee are scheduled around a quarterly basis subject to the work required of the Committee to support the statutory and regulatory timescales and deadlines.

The Audit Committee's work programme therefore needs to take account of various demands whilst balancing a number of activities within the planned number of meetings scheduled for the year.

In addition to the regulatory and statutory activities undertaken by the Committee such as the Statement of Accounts, Corporate Governance and Risk Management, the Committee are also required to review and scrutinise:

- The work and performance of the Internal Audit function;
- The outcomes from the work of the Council's External Auditor;
- Progress against audit recommendations and other items identified by the Committee.

During the year other matters apart from those set out above may be presented to the Committee for consideration. Given the on-going regulatory and statutory workload and the various additional activities undertaken by the Committee, any additional items that may arise will need to be considered against the proposed work programme and included for reporting at the appropriate meeting, or considered for inclusion in subsequent work programmes. Although not included in the formal work programme, it is recognised that the Committee may wish to develop training opportunities, which will be considered as the year progresses. Such opportunities will either form part of future meetings or, where necessary, separate arrangements made.

Taking into account the responsibilities of the Audit Committee as highlighted above and specific items requested by the Committee over the course of 2014/15, the proposed work programme covering the period from April 2015 up to and including March 2016 is set out in **Appendix A**.

As the year progresses, it may be necessary to review items as some reports / activities

and associated timescales may be subject to change. As appropriate the Chair of the Committee will be consulted on any significant changes if required.

BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

APPENDIX A – Audit Committee Work Programme 2015/16

APPENDIX A

Audit Committee Work Programme 2014/15

Audit Committee Meeting	Item	From
June 2015	Annual Report of the Head of Internal Audit and Annual Review of Effectiveness of System of Internal Control	Internal Audit
	Internal Audit Regular Monitoring Report	Internal Audit
	Annual Governance Statement (including review of the Council's Code of Corporate Governance)	Corporate Director (Corporate Services)
	Corporate Risk Register (six monthly review)	Corporate Director (Corporate Services)
	Update on use of S106 Funding	Head of Planning Services
	Review / Update in respect of Housing Development in the Tendring District	Corporate Director (Life Opportunities)
	Table of Outstanding Issues (including update against External Audit Recommendations)	Corporate Director (Corporate Services)
September 2015	Annual Governance Report 2014/15 (includes Statement of Accounts and VFM Opinion)	External Audit / Corporate Director (Corporate Services)
	Internal Audit Regular Monitoring Report	Internal Audit
	Fraud and Corruption Strategy, Benefit Security Strategy and Prosecution Policy	Corporate Director (Life Opportunities)
	Table of Outstanding Issues (including update against External Audit Recommendations and obtaining the views of External Audit on the effectiveness of	Corporate Director (Corporate Services)

	the Committee)	
December 2015	Annual Audit Letter 2014/15	External Audit
	Internal Audit Regular Monitoring Report	Internal Audit
	Corporate Risk Register (six monthly review)	Corporate Director (Corporate Services)
	Table of Outstanding Issues (including update against External Audit Recommendations)	Corporate Director (Corporate Services)
	Certification of Claims and Returns 2014/15	External Audit
March 2016	External Audit - Audit Plan 2015/16	External Audit
	Internal Audit Regular Monitoring Report	Internal Audit
	Annual Internal Audit Plan 2016/17 (includes review of Internal Audit Charter)	Internal Audit
	Audit Committee Work Programme 2016/17	Corporate Director (Corporate Services)
	Table of Outstanding Issues (including update against External Audit Recommendations)	Corporate Director (Corporate Services)