
SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2011/12

1 SUMMARY

- 1.1 Attached to this report is a schedule of business the Audit Committee can expect to receive over the course of the next financial year from External and Internal Audit.

2 INTRODUCTION

- 2.1 The Audit Committee receives a schedule of business that is reviewed at the start of each year and is designed to assist the completeness and timeliness of Audit Committee work.

3 SCHEDULE OF BUSINESS

- 3.1 During the course of the financial year the Audit Committee receives a number of reports from the External Auditors, PKF, the Head of Finance, Internal Audit and the Senior Performance Management Officer (SPMO).
- 3.2 All these reports are relevant and appropriate to assist with the good governance of the Authority and keeping Members informed of the risks affecting the Council. It is therefore considered good practice to notify the Audit Committee in advance as to what reports it can expect and when they are likely to be presented. There will always be the opportunity to report any other matters considered necessary for the Audit Committee's attention at any of the listed meetings.
- 3.3 The attached schedule of business is based on 3 meetings per year to reflect the 2011/12 Municipal calendar. If there is insufficient business for any particular meeting, the meeting can be cancelled by the Head of Service, in consultation with the Chairman. A meeting can be added in the same way, should business dictate.

4 RISK IMPLICATIONS

- 4.1 Publication of a schedule of business for the Audit Committee ensures that Members have a view of the audit and governance activities, which is broader than the basic internal audit plan and provides the coverage required of an Audit Committee.
- 4.2 Members are able to review this programme of work and challenge any perceived omissions or weaknesses.
- 4.3 By being informed in advance of reporting deadlines Members will be better placed to review and challenge the information being presented.

- 4.4 There could be a risk from holding fewer meetings of possible delay in reporting to the Audit Committee or that the agenda becomes very full. However, this would be managed by either organising additional meetings or meeting with the Chairman of the Audit Committee, as appropriate.

5 RECOMMENDATION

- 5.1 It is proposed that the Committee **RESOLVES**

That the schedule of business for the Audit Committee 2011/12 be noted.

Yvonne Woodward

Head of Finance

Background Papers:-

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.

Appendix 1

SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2011-2012

| MONTH | REPORT | FROM |
|----------------|--|----------------|
| June 2011 | Report on the view of internal controls | PKF |
| | Annual Governance Statement 2010/11 | Internal Audit |
| | Planned Audit Fee for 2011/12 audit | PKF |
| | Audit Report in relation to the Audits completed including monitoring of recommendations | Internal Audit |
| September 2011 | Annual Governance report on the financial statements | PKF |
| | Audit opinion covering the financial statements | PKF |
| | Value for money conclusion | PKF |
| | Mid year review on the Corporate Risk Register | SPMO |
| | Interim Report on the Audit Plan | Internal Audit |
| | Audit Report in relation to the Audits completed including monitoring of recommendations | Internal Audit |
| March 2012 | Annual Audit Letter | PKF |
| | Annual Audit Plan for 2011/12 Accounts | PKF |
| | Grants report to Those Charged With Governance on claims and returns for the year ended 31 March 2011 | PKF |
| | Update of the Corporate Risk Register and Risk Framework for 2012/13 | SPMO |
| | Annual Internal Audit Opinion including reference to:- <ul style="list-style-type: none"> ▪ Audit Plan for 2012/13 ▪ Self Assessment of the Audit Committee ▪ Self Assessment of Internal Audit ▪ Strategy and Terms of Reference for Internal Audit | Internal Audit |

| MONTH | REPORT | FROM |
|--------------|--|----------------|
| | Annual Report on the completion of the 2011/12 Audit Plan | Internal Audit |
| | Review of the Schedule of Business for the Audit Committee | Internal Audit |