
SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2012/13

1 SUMMARY

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

2 INTRODUCTION

- 2.1 Attached to this report as appendix 1 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.

3 SCHEDULE OF BUSINESS

- 3.1 During the course of the financial year the Audit Committee receive a number of reports from PKF, the Council's external auditors, the Head of Finance (HoF), and the Audit and Performance Manager (APM).
- 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 they can expect and when they are likely to be presented. Within this time frame there will always be the opportunity to report any matters considered necessary for the Audit Committee's attention at any of the listed meetings.
- 3.3 Four meetings of the Audit Committee have been scheduled for 2012/13 financial year. If there is insufficient business for any particular meeting then in conjunction with the Chairman of the Audit Committee, Head of Finance, and Member Services the meeting can be cancelled in the same way that a meeting can be added if there is any urgent business.
- 3.4 Attached to this report is the schedule of audit business for 2012/13.

4 RISK IMPLICATIONS

- 4.1 Publication of a schedule of business for the Audit Committee ensures that Members have a view of the planned audit and governance activities.
- 4.2 Members are thus 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.

5 RECOMMENDATION

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

That the schedule of business for the Audit Committee for 2012/13 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 546366.

Appendix 1

SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2011/2012

MONTH	REPORT	FROM
June 2012	Annual Audit Plan 2012/13	APM
	Annual Governance Statement 2011/12	APM
	Audit Report in relation to the Audits completed including monitoring of recommendations	APM
	External Auditor Reports And Updates For 2010/11	APM
	Internal Audit Annual Report And Opinion 2011/12	APM
	Schedule of Business for the Audit Committee	APM
September 2012	Annual Governance Report 2011/12	PKF
	Audit Report in relation to the Audits completed including monitoring of recommendations	APM
	Financial Statements for 2011/12	HoF
	Mid-year review of the Corporate Risk Register	APM
December 2012	Audit Report in relation to the Audits completed including monitoring of recommendations	APM
	Grants Claim Certification Report for the year ended 31 March 2012	PKF
	Interim Report on the Audit Plan	APM
March 2013	Annual Audit Letter - this will have been received by Members by 31 December.	PKF
	Annual Audit Plan for 2012/13 Accounts	PKF
	Audit Report in relation to the Audits completed including monitoring of recommendations	APM
	Review of the Schedule of Business for the Audit Committee	APM
	Update of the Corporate Risk Register and Risk Framework for 2012/13	APM