
SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2013/14

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 SCHEDULE OF BUSINESS

- 2.1 During the course of the financial year the Audit Committee receives a number of reports from PKF, the Council's external auditor, the Head of Finance (HoF), and the Audit and Performance Manager (APM).
- 2.2 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.
- 2.3 Four meetings of the Audit Committee have been scheduled for the 2013/14 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.
- 2.4 Attached to this report, as appendix 1, is the schedule of business for the Audit Committee 2013/14.

3 RISK IMPLICATIONS

- 3.1 Publication of a schedule of business for the Audit Committee ensures that Members have an overview of the planned audit and governance activities.
- 3.2 Members are thus able to review this programme of work and challenge any perceived omissions or weaknesses.
- 3.3 By being informed in advance of reporting deadlines Members will be better placed to review and challenge the information being presented.

4 RECOMMENDATION

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

That the schedule of business for the Audit Committee for 2013/14 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 2013/14

MONTH	REPORT	FROM
June 2013	Annual Governance Statement 2012/13	APM
	External Auditor Report Updates 2011/12	APM
	Audit Report in relation to completed Audit projects and monitoring of outstanding recommendations	APM
September 2013	Financial Statements for 2012/13	HoF
	Annual Governance Report 2012/13	PKF
	Mid-year review of the Corporate Risk Register	APM
	Audit Report in relation to completed Audit projects and monitoring of outstanding recommendations	APM
December 2013	Grants Claim Certification Report for the year ended 31 March 2013. (May not be completed for Committee but before February 2014)	PKF
	Annual Audit Letter - this will have been received by Members by 31 December.	PKF
	Internal Audit Standards and Self-assessment	APM
	Interim Report on the Audit Plan	APM
	Audit Report in relation to completed Audit projects and monitoring of outstanding recommendations	APM
March 2014	Annual Audit Plan for 2012/13 Accounts	PKF
	Internal Audit Annual Report And Opinion 2013/14	APM
	Annual Audit Plan 2014/15	APM
	Schedule of Business for the Audit Committee	APM
	Update of the Corporate Risk Register and Risk Framework for 2012/13	APM
	Audit Report in relation to completed Audit projects and monitoring of outstanding recommendations	APM