
SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE 2010/11

1 SUMMARY

- 1.1 Attached to this report is a schedule of reports the Audit Committee can expect to receive over the course of each financial year.

2 INTRODUCTION

- 2.1 As part of the Use of Resources assessment it has been recommended that the Audit Committee receives a schedule of business that is reviewed at the start of each year and designed to ensure the completeness and timeliness of Audit Committee activity.

3 SCHEDULE OF BUSINESS

- 3.1 During the course of the financial year the Audit Committee receive a number of reports from the External Auditors, PKF, the Head of Finance, Audit and Performance Management, the Audit team and the Senior Performance Management Officer.
- 3.2 All these reports are relevant and appropriate to ensuring 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 It is considered appropriate to hold four to five meetings a year. If there is insufficient business for any particular meeting then in conjunction with the Head of Service, Committee team and the Chairman of the Audit Committee 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 business for 2010/2011.

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 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 2010/11 be noted.

Yvonne Woodward

Head of Finance, Audit & Performance Management

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 2010-2011

MONTH	REPORT	FROM
April 2010	Annual Internal Audit Opinion including Audit Plan for 2010/11	Internal Audit
	Annual Report on the completion of the 2009/10 Audit Plan	Internal Audit
	Audit Report in relation to the Audits completed including monitoring of recommendations	Internal Audit
June 2010	Closure of 2009/10 Accounts Report	Head of Finance
	Update of the Corporate Risk Register and Risk Framework	Senior Performance Management Officer
	Annual Governance Statement 2009/10	Internal Audit
	Audit Report in relation to the Audits completed including monitoring of recommendations	Internal Audit
September 2010	Annual Governance report giving the opinion on the financial statements and VFM conclusion for 2009/10	PKF
	Report on Strategic Review of Risks and an update of Corporate Risk Register	Senior Performance Management Officer
	Audit Report in relation to the Audits completed including monitoring of recommendations	Internal Audit
December 2010	Use of Resources Report for 2009/10	PKF
	Data Quality Progress Report including actions arising from the Use of Resources Assessment and the audit of the performance indicators.	Senior Performance Management Officer
	Interim Report on the Audit Plan	Internal Audit

MONTH	REPORT	FROM
	Audit Report in relation to the Audits completed including monitoring of recommendations	Internal Audit
March 2011	Annual Audit Letter for 2009/10	PKF
	Audit Plan for 2010/11 Accounts	PKF
	Grants Opinion	PKF
	Update of Risks for 2010/11	Senior Performance Management Officer
	Self Assessment of the Audit Committee	Internal Audit
	Self Assessment of Internal Audit	Internal Audit
	Strategy and Terms of Reference for Internal Audit	Internal Audit
April 2011	Annual Audit Fee for 2011/12 Accounts and the Audit Commission's Annual Inspection Fee letter for 2011/12 Inspection work	PKF
	Review of the Schedule of Business for the Audit Committee	Internal Audit