

Audit and Corporate Governance Committee

WORK PROGRAMME 2013-14

Date of meeting	Item	Purpose	Governance					Scrutiny/ assurance gathering	Decision/ approval
			Internal Audit	External Audit: Ernst & Young	Finance	Risk	Misc.		
26 Sep 2013	Local Government Ombudsman's annual letter	To: <ul style="list-style-type: none"> • consider a summary of information on complaints; • draw any lessons learned about the council's performance and complaint-handling arrangements; • seek assurances from officers on service improvements as a result of the letter. 					X	X	
	Treasury management outturn report	To scrutinise the report to ensure that treasury activities are carried out in accordance with the treasury management strategy and policy.			X			X	
	Ernst & Young's Annual Governance report	To consider the issues raised by Ernst & Young as part of their audit before they give their opinion.		X				X	
	Ernst & Young: letter of representation	To: approve the letter of representation.		X					X
	Approval of final statement of accounts 2012/13	To approve the final statement of accounts following audit.			X				X

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			Internal Audit	External Audit: Ernst & Young	Finance	Risk	Misc.		
	Internal audit management report	To: <ul style="list-style-type: none"> report on management issues; summarise progress of internal audit against the 2013/14 audit plan; summarise the priorities and planned audit work for the next quarter. 	X					X	
	Internal audit activity report	To: <ul style="list-style-type: none"> summarise the outcomes of recent internal audit activity; review the report and the main issues arising; seek assurance that action has been taken. 	X					X	
28 Jan 2014	Internal audit management report	To: <ul style="list-style-type: none"> report on management issues; summarise progress of internal audit against the 2013/14 audit plan; summarise the priorities and planned audit work for the next quarter. 	X					X	
	Internal audit activity report	To: <ul style="list-style-type: none"> summarise the outcomes of recent internal audit activity; review the report and the main issues arising; seek assurance that action has been taken. 	X					X	Agenda Item 10

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	Treasury management mid year monitoring report	To: <ul style="list-style-type: none"> note the treasury management mid year monitoring report, and be satisfied that treasury activities are carried out in accordance with the treasury management strategy and policy. 			X				
	Scrutiny of the treasury management strategy	To undertake scrutiny of the treasury management strategy, policies and performance.			X			X	
	Ernst & Young: 2013/14 audit fees	To consider the 2013/14 audit fees letter.		X				X	
	Ernst & Young: annual audit letter and final use of resources report	To consider the Ernst & Young's letter and report.		X				X	
18 Mar 2014	Internal audit management report	To: <ul style="list-style-type: none"> report on management issues; summarise progress of internal audit against the 2013/14 audit plan; summarise the priorities and planned audit work for the next quarter. 	X					X	

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			Internal Audit	External Audit: Ernst & Young	Finance	Risk	Misc.		
	Internal audit activity report	To: <ul style="list-style-type: none"> summarise the outcomes of recent internal audit activity; review the report and the main issues arising; seek assurance that action has been taken. 	X					X	
	Internal audit annual plan 2014-2015	To: <ul style="list-style-type: none"> explain the process for setting the internal audit plan and for calculating the resources available; set out the proposed internal audit annual plan for 2014/15. 	X						X
	Business continuity annual update	To review and note the business continuity arrangements.					X	X	
	'Risk management annual update	To review and note the risk management arrangements.				X		X	
	Ernst & Young: audit plan	To consider Ernst & Young's audit plan.		X				X	

Other items (when required)

- The consideration of code of conduct complaints referred to a panel of the committee when required.
- The determination of enhanced benefits in respect of redundancies and early retirements.
- To agree the changing of salary grades for any posts at head of service and above.
- To agree human resources matters relating to the Local Government Pension Scheme. These include changes to the scheme requiring local decisions; responding to consultations for scheme amendments; applying discretionary termination payments to staff, in cases of early retirement on efficiency rounds; and amending or implementing new Council policies on pensions (eg discretionary payments policy).