

Audit Committee – 2014/15 Work Programme

Terms of Reference		Reports	Report Author	Provisional Date
<b>•</b>	<b>AUDIT ACTIVITY</b>			
1	To consider the Internal Audit annual report and opinion.	Internal Audit and CAFT Annual Plan and Strategy and Risk Management Approach Internal Audit Annual Report	HoIA/AAD HoIA	April July
2	To consider summaries of specific Internal Audit reports as requested.	Internal Audit and Risk Management Quarterly Progress Report Internal Audit Annual Report	HoIA HoIA	July, November, January, April July
3	To consider reports dealing with the management and performance of the providers of Internal Audit services.	Internal Audit and Risk Management Quarterly Progress Report	HoIA	July, November, January, April
4	To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.	Exception Recommendations Report	HoIA	July, November, January, April
5	To consider the External Auditor's annual letter, relevant reports, and the report to those charged with governance.	Annual External Audit Plan Quarterly Progress Reports – External Audit (verbal) Report to those charged with Governance (ISA 260 report) Annual Audit Letter	DCCO External Audit DCCO DCCO	April July, November, January, April July January

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6	To consider specific reports as agreed with the External Auditor.	External Audit Grants Report	DCOO	January
7	To comment on the scope and depth of External Audit work and to ensure it gives value for money.	Annual External Audit Plan	DCOO	April
8	To liaise with the body responsible over the appointment of the Council's external auditors.	Annual External Audit Plan	DCOO	April
9	To commission work from Internal and External Audit, proportionate to risk identified and with agreement from the Chief Executive.	It is envisaged that requests for ad-hoc reports would arise from the consideration of other scheduled reports.	-	At next available meeting (subject to time required to complete work), unless urgent.
•	<b>ANTI-FRAUD ACTIVITY</b>			
10	To monitor the effective development and operation of the Council's Corporate Anti-Fraud Team (CAFT)	CAFT Quarterly Report	AAD	July, November, and January
11	To consider the anti-fraud strategy, annual anti-fraud work plan and CAFT Annual Report.	Internal Audit and CAFT Annual Plan and Strategy and Risk Management Approach	HolA/AAD	April
		CAFT Annual Report (including final quarter)	AAD	April

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12	To consider regular anti-fraud progress reports and summaries of specific fraud issues and investigation outcomes.	CAFT Quarterly Report  CAFT Annual Report (including final quarter)	AAD	July, November, and January  April
13	To monitor the Council's Counter Fraud framework and policies within and recommend their application across the Council.	Counter Fraud Framework update	AAD	November
•	<b>REGULATORY FRAMEWORK</b>			
14	To review any issue referred to it by the Chief Executive or a Director, or any council body.	Ad hoc.	Person or body referring the matter.	At next available scheduled meeting, unless urgent.
15	To monitor the effective development and operation of risk management and corporate governance in the council.	Internal Audit and Risk Management Progress Report  Revision of Risk Management Policy Statement and Strategy	HolA  AAD	July, November, January, April  July
16	To oversee the production of the Authority's Annual Governance Statement and to recommend its adoption	Annual Governance Statement	AD	July

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•	<b>ACCOUNTS</b>			
17	To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.	Audited Statement of Accounts Report to those charged with Governance (ISA260)	DCOO DCOO	July July
15	To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.	Report to those charged with Governance (ISA260)	DCOO	July
•	<b>REVIEW OF EFFECTIVENESS</b>			
16	The Audit Committee shall prepare a report to Full Council on annual basis on its activity and effectiveness.	Annual Report of the Audit Committee	Chairman	July
•	<b>OTHER</b>			
	N/A	Annual Work Programme for following year	AD	April

Report Authors:

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