

Audit Committee 2013-2014 work plan

Item	Officer	Decision / Discussion / Information
<b>25 September 2013</b>		
<b>Send work plan to GT:</b> 12 August	<b>Chairs briefing:</b> 21 August 5 pm	<b>Complete reports to be with Democratic Services by:</b> 9 am on 12 September 2013
Audit update report	Grant Thornton	Discussion
Audit highlights memorandum - ISA 260 (2012-13)	Grant Thornton	Discussion
Financial Resilience report (2012-13)	Grant Thornton	Discussion
Internal audit monitoring report (including ICT)	Rob Milford	Discussion
Review of annual statement of accounts	Finance Team	Decision
Leisure & Culture trust governance	Ken Dale	Discussion
Office of surveillance commissioners – RIPA inspection report	Bryan Parsons	Decision
<b>15 January 2014</b>		
<b>Send work plan to GT:</b> 2 December	<b>Chairs briefing:</b> 18 December 12 noon	<b>Complete reports by:</b> 6 January 2014
Audit update report	Grant Thornton	Discussion
Annual audit letter 2012 -13	Grant Thornton	Discussion
Certification of grants and returns (for the previous year)	Grant Thornton	Discussion
Internal audit monitoring report (inc PSN update)	Rob Milford	Tbc
Annual governance statement – significant issues action plan	Bryan Parsons	Decision
Review of risk management	Bryan Parsons	Discussion
Report on shared service governance (briefing note)	Rob Milford	
LGA Briefing paper on role of Auditors	Mark Sheldon	To email
<b>26 March 2014</b>		
<b>Send work plan to GT:</b> 10 February	<b>Chairs briefing:</b> 20 February 2014 5 pm	<b>Complete reports by:</b> 17 March 2014
Audit update report	Grant Thornton	Discussion
Audit plan (for the current year)	Grant Thornton	Discussion

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Annual plan (for the upcoming year)	Rob Milford	Tbc
Internal audit monitoring report	Rob Milford	Tbc
Annual review of risk management policy	Bryan Parsons	Decision
Approval of the Code of Corporate Governance	Bryan Parsons	Decision
ICT Business Continuity Assurance Report	Andy Barge FoDDC via Mark Sheldon	Discussion
<b>18 June 2014</b>		
<b>Send work plan to GT:</b> 5 May	<b>Chairs briefing:</b> Officers will agree agenda owing to elections	<b>Complete reports by:</b> 9 June 2014
Audit update report	Grant Thornton	Discussion
Auditing Standards – communicating with the Audit Committee	Grant Thornton	Decision
Internal audit opinion (for the previous year)	Rob Milford	Discussion
Internal audit monitoring report (inc update on car parking)	Rob Milford	Tbc
Annual governance statement	Bryan Parsons	Decision
Independent representation on the Audit Committee – include results of the national consultation	Bryan Parsons	Discussion
Revenue and benefits commissioning review (governance arrangements)	Mark Sheldon	Tbc
Annual counter fraud report	Rob Milford	Tbc
Corporate Governance arrangements for Leisure and Culture Trust	Rob Milford/PP/Ken Dale	Decision to approve

**Items to be added at a future date (future dates will not be agreed until March 2014)**

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Corporate Strategy – consideration of governance issue	Rob Milford	Tbc
Joint training session with Cotswold, West Oxford and F.O.D councillors – governance of shared services (tbc)	Rob Milford / Mark Sheldon	n/a
Policy review timetable (briefing note)	Bryan Parsons	Information
Requirements of the Localism Act (re: local audit)	Rob Milford	Tbc
Corporate Governance arrangements for Glos Airport following further work by the JASWG and recs arising	Mark Sheldon	Date tbc

<b>ANNUAL ITEMS (standing items to be added to the work plan each year)</b>			
January	Audit update report	Grant Thornton	Discussion
	Annual audit letter (for the previous year)	Grant Thornton	Discussion
	Certification of grants and returns (for the previous year)	Grant Thornton	Discussion
	Internal audit monitoring report	Rob Milford	Tbc
	Annual governance statement – significant issues action plan	Bryan Parsons	Decision
March	Audit update report	Grant Thornton	Discussion
	Audit plan (for the current year)	Grant Thornton	Discussion
	Auditing Standards – communicating with the Audit Committee	Grant Thornton	Decision
	Annual plan (for the upcoming year)	Rob Milford	Tbc
	Internal audit monitoring report	Rob Milford	Tbc
	Annual review of risk management policy	Bryan Parsons	Decision
	Approval of the Code of Corporate Governance	Bryan Parsons	Decision
June	Audit update report	Grant Thornton	Discussion
	Internal audit opinion (for the previous year)	Rob Milford	Discussion
	Internal audit monitoring report	Rob Milford	Tbc
	Annual governance statement	Bryan Parsons	Decision

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	Annual counter fraud report	Rob Milford	Tbc
September	Audit update report	Grant Thornton	Discussion
	Audit highlights memorandum - ISA 260 (for the previous year)	Grant Thornton	Discussion
	Financial Resilience report (for current year)	Grant Thornton	Discussion
	Internal audit monitoring report	Rob Milford	Tbc
	Review of annual statement of accounts	Finance Team	Tbc

\* MS and RM have not confirmed whether they are available for the briefing dates that have been proposed.

**The work plan should be sent to Grant Thornton at least a week before it is circulated in advance of the briefing (proposed dates above) so that they can confirm which items they wish to table at the upcoming meeting.**