

Audit Committee 2014-2015 work plan

Item	Officer	Decision / Discussion / Information
24 September 2014		
Send work plan to GT:	Chairs briefing: Tbc – w/c	Complete reports by: 12 September 2014
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
Revenue and benefits commissioning review (governance arrangements)	Mark Sheldon	Tbc
Art Gallery and Museum refurbishment project review	Grant Thornton	Decision
14 January 2015		
Send work plan to GT:	Chairs briefing: Tbc – w/c	Complete reports by: 2 January 2015
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
25 March 2015		
Send work plan to GT:	Chairs briefing: Tbc – w/c xx	Complete reports by: 13 March 2015
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

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Item		Officer	Decision / Discussion / Information
Annual review of risk management policy		Bryan Parsons	Decision
Approval of the Code of Corporate Governance		Bryan Parsons	Decision
17 June 2015			
Send work plan to GT:	Chairs briefing:	Complete reports by:	
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
Annual Audit Fee Letter 2015/16		Grant Thornton	Discussion
Annual counter fraud report		Rob Milford	Tbc

Items to be added at a future date (future dates will not be agreed until March 2015)			
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	Tbc

ANNUAL ITEMS (standing items to be added to the work plan each year)			
January	Audit update report	Grant Thornton	Discussion
	Annual audit letter (for the previous year)	Grant Thornton	Discussion

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	Item	Officer	Decision / Discussion / Information
	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
	Annual Audit Fee letter for the coming year	Grant Thornton	Discussion
	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

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.