

Audit Committee 2014-2015 work plan

| Item | Officer | Decision / Discussion / Information |
|---|---|-------------------------------------|
| 24 September 2014 | | |
| Briefing: 8 September 2014 (later than usual) | Complete reports by: 12 September 2014 | |
| Audit highlights memorandum - ISA 260 (for the previous year) | Grant Thornton | Discussion |
| Internal audit monitoring report | Rob Milford | Discussion |
| Annual statement of accounts 2013-14 | Finance Team | Discussion |
| Review of implications of council action plan (KPMG) | Sara Freckleton | Discussion |
| Counter Fraud Unit update | Rob Milford | Discussion |
| Appointment of Co-opted members to the Audit Committee | Mark Sheldon | Decision |
| Special meeting to be arranged | | |
| Art Gallery and Museum refurbishment project review | Grant Thornton | Decision |
| 14 January 2015 | | |
| Briefing (to agree agenda): w/c 24 November 2014 | 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 |
| Revenue and benefits commissioning review (governance arrangements) | Mark Sheldon | Tbc |
| 25 March 2015 | | |
| Briefing (to agree agenda): w/c 9 February 2015 | 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 |
| Annual review of risk management policy | Bryan Parsons | Decision |

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| Approval of the Code of Corporate Governance | Bryan Parsons | Decision |
| 17 June 2015 | | |
| Briefing (to agree agenda): w/c 5 May 2015 | Complete reports by: 5 June 2015 | |
| 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 |
| Leisure and Culture Trust – 12 month review of governance arrangements | Tbc | October 2015 |

| 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 |
| | Certification of grants and returns (for the previous year) | Grant Thornton | Discussion |

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|-----------|---|----------------|--|
| | 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 |