

Audit Committee 2014-2015 work plan

Item	Officer	Decision / Discussion / Information
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17 June 2015		
Briefing (to agree agenda): w/c 4 May 2015	Complete reports by: 5 June 2015	
Audit committee update	Grant Thornton	Discussion
Annual Audit Fee Letter 2015-16	Grant Thornton	Discussion
Internal Audit annual opinion 2014-15	Rob Milford	Discussion
Counter fraud report 2014-15	Rob Milford	Discussion
Annual governance statement	Bryan Parsons	Decision
Section 11 Safeguarding Responsibilities (what questions should the audit committee be asking in order to be able to fulfil its responsibility for assurance on safeguarding at the council)	Tracy Brown	Discussion
ICT disaster recovery preparation and testing assurance report	Andy Barge / Simon Walker	Discussion
Section 151 Officer interim arrangements	Mark Sheldon	Decision
23 September 2015		
Briefing (to agree agenda): w/c 10 August 2015	Complete reports by: 11 September 2015	
Audit committee update	Grant Thornton	Discussion
Audit highlights memorandum - ISA 260 (for the previous year) and financial resilience (for current year)	Grant Thornton	Discussion
Internal audit monitoring report	Rob Milford	Discussion
Review of annual statement of accounts	Finance Team	Tbc
Leisure and Culture Trust – 12 month review of governance arrangements	Tbc	October 2015
13 January 2016		
Briefing (to agree agenda): w/c 30 November 2015	Complete reports by: 1 January 2016	
Audit committee update	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	Discussion

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Annual governance statement – significant issues action plan	Bryan Parsons	Decision
23 March 2016		
Briefing (to agree agenda): w/c 8 February 2016	Complete reports by: 11 March 2016	
Audit committee update	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	Discussion
Annual review of risk management policy	Bryan Parsons	Decision
Approval of the Code of Corporate Governance	Bryan Parsons	Decision
15 June 2016		
Briefing (to agree agenda): w/c 2 May 2016	Complete reports by: 3 June 2016	
Audit committee update	Grant Thornton	Discussion
Internal audit opinion (for the previous year)	Rob Milford	Discussion
Internal audit monitoring report	Rob Milford	Discussion
Annual governance statement	Bryan Parsons	Decision
Annual Audit Fee letter for the coming year	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	
Requirements of the Localism Act (re: local audit)	Rob Milford	Tbc

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Corporate Governance arrangements for Glos Airport following further work by the JASWG and recs arising	Mark Sheldon	Tbc
Revenue and benefits commissioning review (governance arrangements)	Mark Sheldon	Tbc

ANNUAL ITEMS (standing items to be added to the work plan each year)			
January	Audit committee update	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	Discussion
	Annual governance statement – significant issues action plan	Bryan Parsons	Decision
March	Audit committee update	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	Discussion
	Annual review of risk management policy	Bryan Parsons	Decision
	Approval of the Code of Corporate Governance	Bryan Parsons	Decision
June	Audit committee update	Grant Thornton	Discussion
	Internal audit opinion (for the previous year)	Rob Milford	Discussion
	Internal audit monitoring report	Rob Milford	Discussion
	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 committee update	Grant Thornton	Discussion
	Audit highlights memorandum - ISA 260 (for the previous year)	Grant Thornton	Discussion

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	Financial Resilience report (for current year)	Grant Thornton	Discussion
	Internal audit monitoring report	Rob Milford	Discussion
	Review of annual statement of accounts	Finance Team	Tbc