

Audit Committee 2014-2015 work plan

Item	Officer	Decision / Discussion / Information
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<b>23 September 2015</b>		
<b>Briefing (to agree agenda):</b> 10 August 2015	<b>Complete reports by:</b> 11 September 2015 at 5pm	
Audit highlights memorandum - ISA 260 (2014-15) and financial resilience (2015-16)	Grant Thornton	Discussion
Internal audit monitoring report	Rob Milford	Discussion
Review of annual statement of accounts	Finance Team	Decision
Leisure and Culture Trust – 12 month review of governance arrangements	Gill Morris (client officer)	Discussion
AGS SIAP – progress report on safeguarding of children and vulnerable adults (maintaining a training and handbook register)	Tracey Brown / Jan Bridges	Discussion
AGS SIAP – progress report on car parking (management of the car parking services impacting on income and operational effectiveness) – to be presented by Mike Redman	Yvonne Hope / Barbara Exley	Discussion
<b>13 January 2016</b>		
<b>Briefing (to agree agenda):</b> 30 November 2015	<b>Complete reports by:</b> 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
Annual governance statement – significant issues action plan progress report	Bryan Parsons	Decision
RI(A guidance review	Bryan Parsons	Discussion
<b>23 March 2016</b>		
<b>Briefing (to agree agenda):</b> 8 February 2016	<b>Complete reports by:</b> 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

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Approval of the Code of Corporate Governance	Bryan Parsons	Decision
<b>15 June 2016</b>		
<b>Briefing (to agree agenda): 3 May 2016</b>	<b>Complete reports by: 3 June 2016</b>	
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

<b>Items to be added at a future date (future dates will not be agreed until March 2016)</b>		
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
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
AG&M report by Audit Cotswolds (will require special meeting)	Rob Milford	
Briefing note - Audit arrangements of Airport, ICT and other services/bodies for which CBC require assurances	Rob Milford	Information

<b>ANNUAL ITEMS (standing items to be added to the work plan each year)</b>			
January	Audit committee update	Grant Thornton	Discussion

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	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
	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