

Audit Committee 2014-2015 work plan

Item	Author	Decision / Discussion
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23 March 2016			
Briefing (DSU and Lead officer to agree agenda): 8 February 2016	Officers and GT liaison: 7 March 2016		Reports to DSU by: 11 March 2016
Audit committee update		Grant Thornton	Discussion
Audit plan (for the current year)		Grant Thornton	Discussion
Annual plan (for the upcoming year)		Lucy Cater	Decision
Internal audit monitoring report (inc. counter fraud update)		Lucy Cater	Decision
Annual review of risk management policy		Bryan Parsons	Decision
Approval of the Code of Corporate Governance		Bryan Parsons	Decision
RIPA guidance review and Acquisition of Communications Data under Regulation of Investigatory powers Act 2000 Policy		Bryan Parsons	Decision
2020 Partnership (residual corporate matters) – this discussion paper will outline the governance arrangements for the 2020 partnership and should include details of the scrutiny arrangements so that any gaps can be identified		Bryan Parsons	Discussion
Annual governance statement (for information only)		Bryan Parsons	Briefing
15 June 2016			
Briefing (to agree agenda): 3 May 2016	Officers and GT liaison: 1 June 2016		Reports to DSU by: 3 June 2016
Audit committee update		Grant Thornton	Discussion
Internal audit opinion (for the previous year)		Rob Milford	Discussion
Internal audit monitoring report (inc. counter fraud update)		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
Auditing Standards (communicating with the Audit Committee)		Grant Thornton	Decision
Prosecution Policy and Fair Processing Statements		Emma Cathcart	Decision
Whistle Blowing Policy (review)		Emma Cathcart	Decision
21 September 2016 - tbc			

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11 January 2017 - tbc		
22 March 2017 - tbc		
14 June 2017 - tbc		

Items to be added at a future date (future dates will not be agreed until March 2016)		
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
Briefing note - Audit arrangements of Airport, ICT and other services/bodies for which CBC require assurances	Rob Milford	Information
AG&M update – progress against recommendations from extraordinary meeting	Rob Milford?	Tbc
Car Parking issues – follow-up (agreed at 23/09 meeting)	Rob Milford	Tbc
Effectiveness of the Audit Committee	Rob Milford	Presentation

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 (inc. counter fraud update)	Rob Milford	Discussion

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	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 (inc. counter fraud update)	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 (inc. counter fraud update)	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) inc. Financial Resilience	Grant Thornton	Discussion
	Internal audit monitoring report (inc. counter fraud update)	Rob Milford	Discussion
	Review of annual statement of accounts	Finance Team	Tbc