

Audit Committee 2012-2013 work plan

Item	Officer
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20 June 2012	
<b>Chairs briefing:</b> 23 May 2012	<b>Complete reports by:</b> 08 June 2012
New member training session	5-6pm
Interim audit report for 2012-13	KPMG
Internal audit opinion for 2011-12	Rob Milford
Internal audit monitoring report	Rob Milford
GO Shared Services – post implementation update	Jenny Poole
Annual Governance Statement – approve	Bryan Parsons
Corporate Governance Group – update (briefing for information only)	Bryan Parsons
	Rob Milford
19 September 2012	
<b>Chairs briefing:</b> w/c 06 or 13 August 12	<b>Complete reports by:</b> 7 September 2012
Audit highlights memorandum (ISA 260)	KPMG
Internal audit monitoring report	Rob Milford
Review of annual statement of accounts	CBC Finance Team
The Regulation of Investigatory Powers and The Protection of Freedoms Bill	Bryan Parsons
Future external audit proposals – government response to consultation (briefing for information only)	Rob Milford
9 January 2013	
<b>Chairs briefing:</b> w/c 19 or 26 November 12	<b>Complete reports by:</b> Poss 21 December 2012 (earlier to avoid Xmas?)
Annual audit fee letter for 2012-13	KPMG
Annual audit plan for 2013-14	KPMG
Internal audit monitoring report	Rob Milford

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Annual governance statement – significant issues action plan		Bryan Parsons
20 March 2013		
Chairs briefing: w/c 04 or 11 February 2013	Complete reports by: 08 March 2013	
Certification of grants and returns for 2012-13	KPMG	
Annual internal audit plan for the 2013-14	Rob Milford	
Internal audit monitoring report	Rob Milford	
Annual review of risk management policy	Bryan Parsons	
Annual governance statement	Bryan Parsons	
19 June 2013		
Chairs briefing: w/c 06 or 13 May 2013	Complete reports by: 07 June 2013	
Interim audit report for 2013-14	KPMG	
Internal audit opinion for 2012-13	Rob Milford	
Internal audit monitoring report	Rob Milford	

Items to be added at a future date		
Corporate Strategy 2012/13 – consideration of governance issue	Rob Milford	
Joint training session with Cotswold and West Oxford councillors?	Rob Milford / Mark Sheldon	

Annual Items (standing items to be added to the work plan each year)		
January	Annual audit fee letter (for the previous year)	KPMG
	Annual audit plan (for the upcoming year)	KPMG
	Internal audit monitoring report	Rob Milford
	Annual governance statement – significant issues action plan	Bryan Parsons
March	Certification of grants and returns (for the previous year)	KPMG
	Annual internal audit plan (for the upcoming year)	Rob Milford

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	Internal audit monitoring report	Rob Milford
	Annual review of risk management policy	Bryan Parsons
	Annual governance statement	Bryan Parsons
June	Interim audit report (for current year)	KPMG
	Internal audit opinion (for the previous year)	Rob Milford
	Internal audit monitoring report	Rob Milford
September	Audit highlights memorandum (ISA 260)	KPMG
	Internal audit monitoring report	Rob Milford
	Review of annual statement of accounts	CBC Finance Team