

Audit Committee 2012-2013 work plan

Item	Officer
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19 September 2012	
Chairs briefing: 09 August 2012	Complete reports by: 7 September 2012
Audit highlights memorandum (ISA 260)	KPMG
Handover process to new auditors by KPMG (included in the ISA260 report)	KPMG
Internal audit monitoring report	Rob Milford
Review of annual statement of accounts	CBC Finance Team
Future external audit proposals – government response to consultation (briefing for information only)	Rob Milford
9 January 2013	
Chairs briefing: 21 November 2012	Complete reports by: Poss 21 December 2012 (earlier to avoid Xmas?)
Annual audit fee letter for 2012-13	Grant Thornton
Annual audit plan for 2013-14	Grant Thornton
Internal audit monitoring report	Rob Milford
Annual governance statement – significant issues action plan	Bryan Parsons
The Regulation of Investigatory Powers and The Protection of Freedoms Bill	Bryan Parsons
Counter Fraud, Corruption and Bribery Policy and Process	Bryan Parsons
GO update – governance and internal audit role	Rob Milford or Jenny Poole
Leisure & Culture Review – governance arrangements (structure and process only) – tbc	tbc
20 March 2013	
Chairs briefing: 07 February 2013	Complete reports by: 08 March 2013
Certification of grants and returns for 2012-13	Grant Thornton
Annual internal audit plan for the 2013-14	Rob Milford
Internal audit monitoring report	Rob Milford

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Annual review of risk management policy	Bryan Parsons
19 June 2013	
Chairs briefing: 09 May 2013	Complete reports by: 07 June 2013
Interim audit report for 2013-14	Grant Thornton
Internal audit opinion for 2012-13	Rob Milford
Internal audit monitoring report	Rob Milford
Annual governance statement	Bryan Parsons

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 - tbc	Rob Milford / Mark Sheldon
Policy review timetable (briefing note) - tbc	Bryan Parsons
Requirements of the Localism Act (independent chairman, etc) – timetable tbc	Peter Lewis

Annual Items (standing items to be added to the work plan each year)		
January	Annual audit fee letter (for the previous year)	Grant Thornton
	Annual audit plan (for the upcoming year)	Grant Thornton
	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)	Grant Thornton
	Annual internal audit plan (for the upcoming year)	Rob Milford
	Internal audit monitoring report	Rob Milford
	Annual review of risk management policy	Bryan Parsons
June	Interim audit report (for current year)	Grant Thornton
	Internal audit opinion (for the previous year)	Rob Milford

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	Internal audit monitoring report	Rob Milford
	Annual governance statement	Bryan Parsons
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	Review of annual statement of accounts	CBC Finance Team