

Audit Committee 2012-2013 work plan

Item	Officer
------	---------

9 January 2013	
Chairs briefing: 21 November 2012	Complete reports by: 21 December 2012 (earlier to avoid Xmas)
Annual audit fee letter for 12-13 and Annual audit plan for 13-14 (including introduction)	Grant Thornton
Internal audit monitoring report	Rob Milford
Audit Charter	Rob Milford
GO update – governance and internal audit role (update only)	Rob Milford
Counter Fraud, Corruption and Bribery Policy and Process	Bryan Parsons
20 March 2013	
Chairs briefing: 07 February 2013	Complete reports by: 11 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
Annual review of risk management policy	Bryan Parsons
Annual assurance review	Bryan Parsons
Adoption of new Audit Standards	Rob Milford
Annual governance statement – significant issues action plan (from January)	Bryan Parsons
The Regulation of Investigatory Powers and The Protection of Freedoms Bill (from January)	Bryan Parsons
19 June 2013	
Chairs briefing: 09 May 2013	Complete reports by: 10 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

Audit Committee 2012-2013 work plan

Item	Officer
------	---------

Effectiveness review – internal auditing standards	Rob Milford
--	-------------

Items to be added at a future date (future dates will not be agreed until March 2013)	
--	--

Corporate Strategy 2012/13 – consideration of governance issue	Rob Milford
Joint training session with Cotswold, West Oxford and F.O.D councillors – governance of shared services (tbc)	Rob Milford / Mark Sheldon
Policy review timetable (briefing note) - tbc	Bryan Parsons
Requirements of the Localism Act (re: local audit)	Rob Milford

Annual Items (standing items to be added to the work plan each year)		
---	--	--

Month	Item	Officer
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
	Internal audit monitoring report	Rob Milford
	Annual governance statement	Bryan Parsons
September	Audit highlights memorandum (ISA 260)	Grant Thornton
	Internal audit monitoring report	Rob Milford
	Review of annual statement of accounts	CBC Finance Team