

**Subject:** *Audit Committee Draft Work Plan 2009/10*  
**Date of Meeting:** **29 September 2009**  
**Report of:** *Director of Finance & Resources*  
**Contact Officer:** Name: **Ian Withers** Tel: **29-1323**  
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**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out the draft work programme for consideration by the Committee.

#### 2. RECOMMENDATIONS:

- 2.1 That the Committee approves the draft work plan.
- 2.2 That the Committee requests the Head of Audit & Business Risk to keep work plan updated to reflect new items as they are identified.

#### 3. BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 In order to assist Members to identify and plan key areas of work for the Committee, a draft work programme has been prepared and is attached at Appendix 1.
- 3.2 The draft work plan sets out those reports currently known and considered appropriate to come to future Committee meetings. The work plan is intended to be a useful tool to ensure that issues for the Committee are identified in advance and are programmed in for the Committee to consider at the correct time. The work plan will be reviewed and updated regularly to reflect the Committees priorities and ensure it is able to fulfil its role contained in it's terms of reference. It will also assist in agenda planning for meetings.
- 3.3 The draft work plan shows agenda items under three categories:

Category A = Statutory or other implied requirement.  
Category B = Topics decided by the Committee.  
Category C = Other.

#### **4. CONSULTATION:**

4.1 The draft work plan has been circulated to appropriate officers and the Audit Commission for comments.

4.2 Members of the Committee are requested to give their comments on the work programme will be updated accordingly.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### **5.1 Financial Implications:**

There are no financial implications arising directly from this report.

*Finance Officer consulted: Patrick Rice                      Date: 16/09/2009*  
*Head of Financial Services – Corporate & Environment*

##### **5.2 Legal Implications:**

The inclusion in the work plan of the 2009/10 Statement of Accounts at the meeting scheduled for 30<sup>th</sup> June 2010, reflects the duty placed on the Audit Committee to consider the statement and following that consideration to approve them by resolution of the committee. The duty stems from Regulation 10 of the Accounts and Audit Regulations 2003. There are no other legal implications arising directly from this report

*Lawyer consulted: Oliver Dixon                                      Date: 16/09/2009*

##### **5.3 Equalities Implications:**

There are no direct equalities implications arising directly from this report.

##### **5.4 Sustainability Implications:**

There are no direct sustainability implications arising from this report.

##### **5.5 Crime & Disorder Implications:**

There no direct implications for the prevention of crime and disorder arising from this report.

##### **5.6 Risk and Opportunity Management Implications:**

Effective agenda planning with the use of the work plan will ensure that matters that require a decision by the Audit Committee are not missed and are dealt with in accordance with the relevant timescale.

5.7 Corporate / Citywide Implications:

There no direct implications for the prevention of crime and disorder arising from this report.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Audit Committee Draft Work Plan 2009/10

**Background Documents:**

1. None

**Audit Committee Forward Work Plan 2009/10**  
**September 2009 – June 2010**

**Appendix 1**

Category A = Statutory or other implied requirement

Category B = Topics decided by the Committee

Category C = Other

Meeting Date	Agenda Item	Category	Decision Item Yes/No	Lead Officer/s
<b>29<sup>th</sup> September 2009</b>	Audit Committee Work Programme (Sept. 2009 – June 2010)	B	Yes	Ian Withers
	Audit Commission: Annual Governance Report 2008/09 (Including Use of Resources and Letter of Representation)	A	No	Helen Thompson & Grahame Brown
	Health Inequalities	A	No	Helen Thompson & Grahame Brown
	Targeted Budget Management (TBM) Month 4	B	No	Nigel Manvell
	Audit & Business Risk Progress Report	A	No	Ian Withers
	Risk & Opportunity Management Update	A	No	Jackie Algar
Part 2	Corporate Risk Management Action Plan Focus (3 Top Risks)	A	No	Jackie Algar
	ICT Business Risks - Verbal	B	No	Paul Featherstone
<b>15<sup>th</sup> December 2009</b>	Audit Commission Update and Audit & Inspection Plan 2008/09 and 2009/10	A	No	Helen Thompson & Simon Mathers
	Audit Commission Good Governance Report	B	No	Helen Thompson & Alex Orme
	Annual Audit Letter 2008/9	A	No	Helen Thompson
	Audit & Business Risk Progress Report	A	No	Ian Withers

**Audit Committee Forward Work Plan 2009/10**  
**September 2009 – June 2010**

**Appendix 1**

Category A = Statutory or other implied requirement

Category B = Topics decided by the Committee

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Meeting Date	Agenda Item	Category	Decision Item Yes/No	Lead Officer/s
	Progress on the implementation of agreed internal audit recommendations.	B	No	Ian Withers
	Annual Governance Statement 2008/09 - Action Plan Progress Update	A	No	Ian Withers
	Risk and Opportunity Management (ROM): Update	A	No	Jackie Algar
Part 2	Corporate Risk Management Action Plan Focus (3 Top Risks)	A	No	Jackie Algar
	National Fraud Initiative 2008/09 Outcomes	C	No	Ian Withers
	Fraud Analysis and Loss Measurement	C	No	Ian Withers
<b>30<sup>th</sup> March 2010</b>	Internal Audit Strategy and Annual Plan 2010/2011	A	Yes	Ian Withers
	Annual Effectiveness of System of Internal Audit	A	Yes	Ian Withers
	Audit Commission: Audit Plan 20010/11	A	No	Helen Thompson & Simon Mathers
	Audit Commission: Progress Report 2009/10	A	No	Helen Thompson & Simon Mathers
	Audit Committee Annual Report	A	Yes	Ian Withers
	Review of Audit Committee Effectiveness	B	Yes	Ian Withers
	Targeted Budget Management (TBM) Month 9	B	No	Nigel Manvell

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**September 2009 – June 2010**

**Appendix 1**

Category A = Statutory or other implied requirement

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Meeting Date	Agenda Item	Category	Decision Item Yes/No	Lead Officer/s
	Counter Fraud Strategy Update	C	Yes	Ian Withers
	Risk and Opportunity Management (ROM): Update	A	No	Jackie Algar
Part 2	Corporate Risk Management Action Plan Focus (3 Top Risks)	A	No	Jackie Algar
<b>29<sup>th</sup> June 2010</b>	Statement of Accounts 2009/2010	A	Yes	Nigel Manvell
	Annual Governance Statement	A	Yes	Ian Withers
	Audit Commission: Progress Report 2009/10	A	No	Helen Thompson & Simon Mathers
	Audit Commission: Assurance from those charged with governance	A	No	Simon Mathers
	Targeted Budget Management Provisional Outturn 2009/10	B	No	Nigel Manvell
	Assurance from those charged with Governance	A	Yes	Catherine Vaughan
	Outcome of the Risk and Opportunity Management (ROM) Programme 2009/10 and Proposed Programme for 2010/11	A	Yes	Jackie Algar
Part 2	Corporate Risk Management Action Plan Focus (3 Top Risks)	A	No	Jackie Algar
	Counter Fraud Activities Annual Report 2008/10	A	No	Ian Withers
	Audit & Business Risk Annual Report and Opinion 2008/09	A	No	Ian Withers

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