

Report to	Audit Committee
Date	18 January 2011
By	Chief Finance Officer
Title of Report	Audit Committee Work Programme for 2011
Purpose of Report	To propose a work programme for the Audit Committee

Recommendation: The Committee is recommended to consider and approve the outline work programme for 2011 set out in Appendix 2 (to follow under separate cover).

1. Introduction

- 1.1 The Audit Committee has a wide ranging responsibility including some specific tasks which need to be undertaken on particular dates during the year. This report seeks to determine the Committee's work programme for 2011.

2. Background

- 2.1 The Audit Committee has a range of roles to discharge including:
- Consideration of the Authority's annual accounts including the Annual Governance Statement;
 - Receiving advice plans, reports and recommendations from the Authority's internal and external auditors;
 - Monitoring the Authority's risk management arrangements; and
 - Taking such as steps as it feels are necessary to satisfy itself that an adequate control framework exists.
- 2.2 The full terms of reference are set out in **Appendix 1**.

3 Outline programme

- 3.1 Discussions have been held to produce a draft work programme taking account of the Audit Committee's tasks which have to be undertaken by a specific date. A draft of the work programme will be circulated separately following a workshop of the Committee's Members on 11 January 2011.

4. Resources

- 4.1 The Authority's budget contains provision for the costs of internal audit and external audit work. Other costs, for example the work of employees relating to risk management and ensuring effective governance, are also part of the overall budget.
- 4.2 If there are specific pieces of work which the Audit Committee wants to be undertaken, then the necessary funding would need to be identified.

5. Risk Management

- 5.1 No specific risks are identified.

6. Human Rights, Equalities, Health and Safety

6.1 There are no implications arising from this report.

7. External Consultees

7.1 None.

Catherine Vaughan
Chief Finance Officer

Contact Officer:	Catherine Vaughan, Chief Finance Officer
Tel:	01273 291333
email:	Catherine.vaughan@brighton-hove.gov.uk
Appendices	Appendix 1 – Audit Committee terms of reference Appendix 2 – Draft Audit Committee work programme (to be circulated separately)
SDNPA Consultees	Chief Executive Officer, Director of Corporate Services, Monitoring Officer

Audit Committee: Terms of Reference

The purpose of this Committee would be to review the Authority's performance, monitor its use of resources (including human resources), receive reports from the auditors and consider issues associated with the corporate governance of the Authority.

- To agree the Best Value Review programme and to receive reports and monitor progress against action plans
- To agree the District Auditor's annual Audit and Inspection Plan;
- To agree the Internal Audit Service Programme;
- To consider any reports from the Authority's Internal Audit Service and/or the District Auditor;
- To review the adequacy of audit action plans and monitor progress against them to ensure their effective implementation
- To agree the plans for the SDNPA to input into ANPA/ENPAA-wide functions including performance management.
- To receive and consider the annual report on the complaints procedure, reports on customer survey/satisfaction, peer reviews, self assessments etc.
- To scrutinize and keep under review Internal Control Mechanisms
- To investigate issues as appropriate;
- To monitor and review the Corporate Risk Strategy and Register