

MAIDSTONE BOROUGH COUNCIL

AUDIT COMMITTEE

Work Programme

**01 January 2011 to
30 April 2012**




Chairman: Cllr John Horne



Statement of Purpose:

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process, including approval of the annual statement of accounts.

Audit Committee Members:

	<p>Councillor John Horne (Chairman) Detling & Thurnham Ward johnhorne@maidstone.gov.uk Tel: 01622 739377</p>		
	<p>Councillor Derek Butler Boxley Ward derekbutler@maidstone.gov.uk Tel: 01634 684854</p>		<p>Councillor Rodd Nelson-Gracie Marden & Yalding Ward roddnelsongracie@maidstone.gov.uk Tel: 01622 814263</p>
	<p>Councillor Fran Smith Fant Ward fransmith@maidstone.gov.uk Tel: 01622 720623</p>		<p>Councillor Mervyn Warner North Ward Mervynwarner@maidstone.gov.uk Tel: 01622 753220</p>

Date of Meeting	Title of Report and Brief Summary of Decision to be made	Contact Officer
17 January 2011	<p>Maidstone Museum East Wing Redevelopment</p> <p>To note the current position relating to the Maidstone Museum East Wing redevelopment project.</p>	<p>Brian Morgan, Assistant Director of Regeneration and Cultural Services Simon Lace, Museums and Heritage Manager</p>
17 January 2011	<p>Review of the Business Transformation Partnership</p> <p>To consider and comment on the findings of the review undertaken of the Business Transformation Partnership.</p>	<p>Georgia Hawkes, Head of Business Improvement</p>
17 January 2011	<p>Review of Audit Committee</p> <p>To consider the outcome of the LGI and D review of the Audit Committee and the incorporation of any actions to be taken in relation to the report's findings and conclusions into the Committee's future work programme.</p>	<p>Brian Parsons, Head of Internal Audit Partnership</p>
17 January 2011	<p>Treasury Management Strategy 2011/12 – 2013/14</p> <p>To refer the Committee's initial thoughts on the draft Treasury Management Strategy 2011/12 to Cabinet.</p>	<p>Paul Riley, Head of Finance and Customer Services</p>

17 January 2011	<p>Budget Strategy 2011/12 Onwards</p> <p>To consider the risk assessment of the budget strategy 2011/12 onwards and comment on or make recommendations to Cabinet.</p>	Paul Riley, Head of Finance and Customer Services
21 March 2011	<p>Internal Audit Strategic Plan 2011/12</p> <p>To note the content of the Internal Audit Strategic Plan for 2011/12.</p>	Brian Parsons, Head of Internal Audit Partnership
21 March 2011	<p>External Auditor's Work Plan 2011/12 and Fee Proposals</p> <p>To consider and comment on the External Auditor's Work Plan 2011/12 and fee proposals.</p>	Zena Cooke, Director of Regeneration and Communities Paul Riley, Head of Finance and Customer Services
21 March 2011	<p>Strategic Risk Register</p> <p>To consider and comment on the process for identifying and managing the strategic and operational risks that might affect the ability of the Council to deliver its priorities.</p>	Brian Parsons, Head of Internal Audit Partnership
6 June 2011	<p>Annual Governance Statement 2010/11</p> <p>To endorse the Annual Governance Statement for inclusion in the Statement of Accounts.</p>	Paul Riley, Head of Finance and Customer Services
6 June 2011	<p>Local Code of Corporate Governance - Annual Update</p> <p>To approve the Local Code of Corporate</p>	Paul Riley, Head of Finance and Customer Services

	Governance.	
6 June 2011	<p>Internal Audit Annual Report 2010/11</p> <p>To consider the work of the Internal Audit Section over the financial year 2010/11 and to decide whether the outcome of the Internal Audit work etc. provides evidence of a substantial level of control within the Council.</p>	Brian Parsons, Head of Internal Audit Partnership
6 June 2011	<p>Future Assurance Arrangements</p> <p>To comment on the adequacy of the Council's governance and performance arrangements in the absence of the Audit Commission.</p>	Zena Cooke, Director of Regeneration and Communities Brian Parsons, Head of Internal Audit Partnership
6 June 2011	<p>Internal Audit Partnership First Year Review</p> <p>To note progress on the implementation of the Internal Audit Partnership.</p>	Brian Parsons, Head of Internal Audit Partnership
6 June 2011	<p>Quarterly Work in Progress Report from the External Auditors</p> <p>To note the position with regard to work being undertaken by external audit.</p>	Brian Parsons, Head of Internal Audit Partnership
20 June 2011	<p>Treasury Management Performance 2010/11</p> <p>To note the activities of the treasury management function for the 2010/11 financial year and to recommend amendments to current procedures as appropriate.</p>	Paul Riley, Head of Finance and Customer Services

20 June 2011	<p>Statement of Accounts 2010/11</p> <p>To approve the Statement of Accounts for the financial year ended 31 March 2011.</p>	Paul Riley, Head of Finance and Customer Services
20 June 2011	<p>Audit Committee Annual Report 2010/11</p> <p>To approve the Audit Committee Annual Report 2010/11 for submission to the Council.</p>	Zena Cooke, Director of Regeneration and Communities
19 September 2011	<p>Audit Commission's Annual Governance Report 2010/11</p> <p>To approve the Audit Commission's Annual Governance Report 2010/11 and any amendments to the Statement of Accounts.</p>	Zena Cooke, Director of Regeneration and Communities Paul Riley, Head of Finance and Customer Services
19 September 2011	<p>Quarterly Work in Progress Report from the External Auditors</p> <p>To note the position with regard to work being undertaken by external audit.</p>	Brian Parsons, Head of Internal Audit Partnership
28 November 2011	<p>Internal Audit - Six Monthly Interim Report</p> <p>To consider the work of the Internal Audit Section over the six month period April to September 2011 and to note the outcomes of the Internal Audit work.</p>	Brian Parsons, Head of Internal Audit Partnership
28 November 2011	<p>Treasury Management Strategy Mid Year Performance 2011/12</p> <p>To note the activities of the treasury management function for the 2011/12</p>	Paul Riley, Head of Finance and Customer Services

	financial year to date and to recommend amendments to current procedures as appropriate.	
28 November 2011	<p>Quarterly Work in Progress Report from the External Auditors</p> <p>To note the position with regard to work being undertaken by external audit.</p>	Brian Parsons, Head of Internal Audit Partnership
16 January 2012	<p>Strategic Risk Register</p> <p>To consider and comment to Cabinet on the adequacy of risk management within the Authority.</p>	Brian Parsons, Head of Internal Audit Partnership
16 January 2012	<p>Annual Audit Letter 2010/11</p> <p>To note and comment on the Audit Commission's Annual Audit Letter to Maidstone Borough Council and to make any recommendations to Cabinet and/or Council.</p>	Zena Cooke, Director of Regeneration and Communities Paul Riley, Head of Finance and Customer Services
19 March 2012	<p>Quarterly Work in Progress Report from the External Auditors</p> <p>To note the position with regard to work being undertaken by external audit.</p>	Brian Parsons, Head of Internal Audit Partnership