

AUDIT COMMITTEE

Audit Committee Work and Training Programme

29 June 2011

Report of Internal Audit Manager

PURPOSE OF REPORT

To seek the Committee's views on and adoption of a work and training programme for the 2011/12 municipal year

This report is public

RECOMMENDATIONS

1. That the Committee considers and adopts the draft work programme for the 2011/12 municipal year attached as Appendix A, with any necessary amendments.
2. That the Committee considers the list of potential training topics attached as Appendix B and determines a programme for the year.

1.0 Introduction

- 1.1 The Audit Committee's terms of reference set out the general and specific roles and responsibilities of the Committee. A number of these involve the Committee in considering regular and/or periodic reports which require members to have an understanding of the Council's financial management and corporate governance arrangements. The Audit Committee acts on behalf of Full Council and has, in some instances, responsibility for statutory requirements, for example in approving the annual statement of accounts and the governance statement.

2.0 Proposal Details

Work Programme 2011/12

- 2.1 A draft work programme is attached as Appendix A. This sets out the expected scheduling of reports to the Committee during the current municipal year. There are some changes to the scheduling resulting from the Accounts and Audit Regulations 2011, which now require the Statement of Accounts to be approved by 30th September rather than 30th June each year. Those reports submitted to meet statutory deadlines are highlighted in the draft schedule.
- 2.2 Members are asked to consider this programme and whether there are any further matters at this stage, relating to the Committee's areas of responsibility, which they would wish to be reported.

Training Programme 2011/12

- 2.3 A list of potential training topics is attached as Appendix B. A suggested priority and possible timescale for delivery has been given to each topic, taking account of the requirements of the draft work programme and the perceived needs of members, particularly those new to the Committee in this municipal year.
- 2.4 Members are asked to consider this programme and form a view on whether the priorities have been set correctly and how and when they would wish to receive any training. The main options identified are:
- A) as a discrete training session prior to agenda publication;
 - B) as a discrete training session immediately prior to a meeting of the Committee;
 - C) as an initial agenda item during a Committee meeting.

Suggestions as to the most appropriate mode of delivery are included in the appendix.

3.0 Details of Consultation

- 3.1 No specific consultation has been undertaken in compiling this report.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 The proposal is that the Committee considers, comments upon and adopts a work programme for 2011/12 and an associated training programme. Both of the draft documents are submitted with a view to assisting members in their role and promoting the efficient and effective operation of the Committee during the year.

5.0 Conclusion

- 5.1 Adopting a work programme and associated training programme will assist in the efficient and effective operation of the Committee.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
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This report has no direct impact on these areas.
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FINANCIAL IMPLICATIONS

None arising from this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

None arising from this report

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.
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BACKGROUND PAPERS**Contact Officer:** Derek Whiteway**Telephone:** 01524 582028**E-mail:** dwhiteway@lancaster.gov.uk**Ref:** aud/ctte/aud/110629/ACWorkProg