East Lothian Council

REPORT TO: Audit and Governance Committee

MEETING DATE: 18 September 2012

BY: Chief Executive

SUBJECT: Annual Work Programme

1   PURPOSE

1.1   This report provides the Committee with an opportunity to adopt an annual work programme.

2   RECOMMENDATIONS

2.1   Committee is requested to agree the annual work programme (Appendix 1) and provide guidance on additional reports the Committee would like to be included in the work programme.

3   BACKGROUND

3.1   The Audit and Governance Committee, 19th June 2012 agreed to establish an annual work programme.

3.2   The draft annual work programme (see Appendix 1) includes five categories/ columns reflecting the main areas of the Committee's remit:

- Internal Audit Reports

- External Audit Reports

- Audit Scotland reports

- Governance

- Risk.

3.3   The work programme will be updated for each meeting of the Committee to take account of notification of forthcoming reports from Internal Audit, External Auditors and Audit Scotland and reports called for by the Committee.

4   POLICY IMPLICATIONS

4.1   The identification of items of business for the Committee's Work programme will assist in developing a programme of work that will meet the Committee's remit.

5   EQUALITIES IMPACT ASSESSMENT

5.1   This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6   RESOURCE IMPLICATIONS

6.1   Financial – none

6.2   Personnel – none

6.3   Other – none

7   BACKGROUND PAPERS

7.1   Review of the Use of the Guide to Scrutiny and Review by the Audit and Governance Committee: Audit and Governance Committee, 19th June 2012

AUTHOR'S NAME	Paolo Vestri	
DESIGNATION	Corporate Policy Manager	
CONTACT INFO	pvestri@eastlothian.gov.uk	01620 827320
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Appendix 1: Audit and Governance Committee Annual Work Plan

Date	Internal Audit Reports	External Audit Reports	Audit Scotland reports	Governance	Risk
18/9/12	Carbon Management Reduction Schools Audit Payment Card Industry Data Security Standard	External Auditors Year-end report	Local Government Overview Report Assurance and Improvement Plan Update How Councils Work: Using Cost Information National Fraud Initiative	Council Improvement Plan 2012/13 Controls Assurance Statement	
13/10/12	Residential Unit for Young People Travel and Subsistence Review of Statutory Performance Indicators		How Councils Work: Improving services through managing performance		Corporate Risk Register / Risk Strategy Update
22/1/13	Rent Deposit Guarantee Scheme Adult Social Care – Frameworki Purchase Cards		Approaches to reduce reoffending	Council Improvement Plan 2012/13 monitoring report	Service Risk Registers
19/3/13	Adult Social Care – Care at Home Housing Allocations Electronic Document and Records Management System	Presentation of Audit Strategy and Plan Interim report			Service Risk Registers

30/4/13	Income Collection Council Tax Payroll Leavers' Access Controls			Council Improvement Plan 2012/13 Final monitoring report Annual Governance Statement Council Improvement Plan 2013/14	Service Risk Registers
11/6/13	To be confirmed on adoption of 2013/14 Audit Plan		Assurance and Improvement Plan Update		Corporate Risk Register / Risk Strategy Update