

REPORT TO: Audit and Governance Committee

MEETING DATE: 19 March 2013

BY: Executive Director (Support Services)

SUBJECT: Annual Work Programme

1 PURPOSE

- 1.1 This report provides the Committee with the updated annual work programme.

2 RECOMMENDATIONS

- 2.1 Committee is requested to note 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, 18th September 2012 agreed an annual work programme.

- 3.2 The 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
7.2 Annual Work Programme: Audit and Governance Committee, 18th September 2012.

AUTHOR'S NAME	Paolo Vestri
DESIGNATION	Corporate Policy Manager
CONTACT INFO	<u>pvestri@eastlothian.gov.uk</u> 01620 827320
DATE	7 th March 2013

Appendix 1: Audit and Governance Committee Annual Work Plan

Date	Internal Audit Reports	External Audit Reports	Accounts Commission/ Audit Scotland reports	Governance	Risk
19/3/13	Council Tax Purchase Cards Rent Deposit Scheme			Council Improvement Plan 2012/13 monitoring report Valuation Policies and Procedures	
30/4/13	Electronic Document and Records Management System Housing Allocations Income Collection Payroll & Leavers' Access Controls Follow up Report on Audits from 2011/12 Annual Controls Assurance Audit Plan for 2013/14		Accounts Commission: Health Inequalities Accounts Commission: Approaches to Reduce Reoffending Accounts Commission: Major Investments in Councils	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		Risk Strategy Update

Updated 07/03/2013