

**REPORT TO:** Audit and Governance Committee

**MEETING DATE:** 30 April 2013

**BY:** Executive Director (Support Services)

**SUBJECT:** Annual Work Programme

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## **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, 18<sup>th</sup> 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, 19<sup>th</sup> June 2012  
7.2 Annual Work Programme: Audit and Governance Committee, 18<sup>th</sup> September 2012.

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<b>DATE</b>	18 April 2013

## Appendix 1: Audit and Governance Committee Annual Work Plan

Date	Internal Audit Reports	External Audit Reports	Accounts Commission/ Audit Scotland reports	Governance	Risk
30/4/13	Income Collection Payroll Electronic Document and Records Management System Follow up Report Audit Plan for 2013/14 Controls Assurance Statement – 2012/13	Interim Management Report – Year ended 31 March 2013			Adult Wellbeing Risk Register  Children's Wellbeing Risk Register  Education Risk Register
11/6/13	To be confirmed on adoption of 2013/14 Audit Plan		Accounts Commission: Health Inequalities  Accounts Commission: Approaches to Reduce Reoffending  Accounts Commission: Major Investments in Councils  Assurance and Improvement Plan Update	Annual Governance Statement  Council Improvement Plan 2013/14  Efficient Workforce Management	Risk Strategy Update
23/07/13	To be confirmed on adoption of 2013/14 Audit Plan				

Updated 02/04/2013