

# CHESHIRE EAST COUNCIL

## Audit and Governance Committee

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<b>Date of Meeting:</b>	31 <sup>st</sup> January 2012
<b>Report of:</b>	Director of Finance and Business Services
<b>Subject/Title:</b>	Work Plan
<b>Portfolio Holder:</b>	Councillor Michael Jones (Resources)

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### **1.0 Report Summary**

1.0 To present an updated Work Plan to the Committee for consideration.

### **2.0 Recommendation**

2.1 That the Committee

(1) consider the Work Plan and determine any required amendments;

(2) note the changes made to the Plan since it was last discussed in September 2011; and

(3) note that the Plan will be periodically brought back to the Committee for development and approval.

### **3.0 Reasons for Recommendations**

3.1 The Audit and Governance Committee has a key role in overseeing and assessing the risk management, control and corporate governance arrangements and advising the Council on the adequacy and effectiveness of these arrangements. A forward looking programme of meetings and agenda items is necessary to ensure that the Committee fulfils its responsibilities.

### **4.0 Wards Affected**

4.1 All wards.

### **5.0 Local Ward Affected**

5.1 Not applicable.

### **6.0 Policy Implications**

6.1 Not applicable.

## **7.0 Financial Implications (Authorised by the Director of Finance and Business Services)**

7.1 When reviewing the Work Plan, Members will need to consider the resource implications of any reviews they wish to carry out both in terms of direct costs and in terms of the required officer support.

## **8.0 Legal Implications**

8.1 The Work Plan must take account of the requirements of the Accounts and Audit Regulations 2011.

## **9.0 Risk Assessment**

9.1 Effective internal control and the establishment of an audit committee can never eliminate the risks of serious fraud, misconduct or misrepresentation of the financial position. However, an effective audit committee can:

- raise awareness of the need for robust risk management, control and corporate governance arrangements and the implementation of audit recommendations
- increase public confidence in the objectivity and fairness of financial and other reporting
- reinforce the importance and independence of internal and external audit and any other similar review process
- provide additional assurance through a process of independent and objective review

9.2 A comprehensive Work Plan is necessary to ensure that the Committee fulfils its responsibilities.

## **10.0 Background and Options**

10.1 A forward looking programme of meetings and agenda items to ensure comprehensive coverage of the Committee's responsibilities has been attached at Appendix A of this report. The Committee is asked to consider the contents of the Work Plan and establish any additional agenda items/training/briefing sessions that will enable it to meet its responsibilities. In doing so it should be noted that the following changes have been made to the programme that was discussed in September 2011:

- Final accounts memorandum – this report, which contains the detailed messages from the audit of the 2010/11 main financial statements, has been discussed with officers. A summary of the

findings from the 2010/11 audit is included in the Annual Audit Letter.

- A progress report regarding the 2011-12 Closure of Accounts has been included on the Agenda in order to provide assurance that the issues contained within the Audit Commission's Annual Governance Report have been, or are being addressed.
- Anti Fraud & Corruption – the outcomes of a review of the Strategy and the measures designed to prevent fraud will be reported to the March Committee.
- The Chairman's Annual Report will be included in the September 2012 agenda.
- Business Continuity update – an end of year report will be presented to the Committee in March.

#### **11.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name: Lisa Quinn

Designation: Director of Finance and Business Services

Tel No: 01270 686628

Email: [lisa.quinn@cheshireeast.gov.uk](mailto:lisa.quinn@cheshireeast.gov.uk)