

### Audit & Governance Committee Work Plan

Committee Date/Agenda Item	Description
<b>27 September 2012</b>	
External Audit – Annual Governance Report 2011/12	The Committee considered the report presented by External Audit and resolved that the report be noted including the adjustments to the financial statements and four high level recommendations identified within the report. The draft letter of management representation set out in Appendix 4 to the Annual Governance Report was also approved.
Annual Report 2011/12	The Committee considered a draft of its first Annual Report to Council and resolved that, subject to a number of minor amendments to dates in the report, it be approved for submission to Council.
Financial Statements 2011/12	The Financial Statements for 2011/12 were approved.
Final AGS 2011/12	The Annual Governance Statement for 2011/12 was approved subject to four minor amendments.
Governance Framework and Code of Corporate Governance Update	The update to the Code of Corporate Governance was approved subject to a minor addition to Principle 1 and the ongoing work on the Council's Governance Framework was noted. It was also agreed that members would be informed as to whether training would be provided to new Crewe Town Councillors.
Internal Audit Interim Report	The Committee considered the report and resolved that the issues identified in Appendix A to the report be noted, and endorsed the approach identified to achieving adequate audit coverage in the remainder of 2012/13.
Anti Fraud and Corruption Update	The report was noted.
Treasury Management Update Report	The Committee considered a report on the Council's treasury management operation, with details of the activities undertaken in 2011/12 and the first quarter of 2012/13
Risk Management Update Report <i>including Risk Owner Mitigation Plan</i>	The report was noted and it was resolved that Key Corporate Risk 15 – Reputation would be considered at the January 2013 meeting along with an update report on the Financial Control Risk.
Standards Issues and Planning Protocol	The report was noted and the appeals procedure in relation to complaints under

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	the Member Code of Conduct was agreed along with the general dispensations for all Members of Cheshire East Council and co-opted members. The Committee also recommended that Council approve the proposed amendments to the Planning Protocols subject to two amendments.
Contract Regulations	The Committee considered the report and noted the revised procedure and update on Delegated Decisions and Non-Compliances. It was also noted that further reports will be brought to the Committee as part of the regular monitoring of the Annual Governance Statement Action Plan and the appropriate member/officer working group will be invited to consider specific examples of delegated decisions and non-compliance.
Lyme Green Action Plan	The Quarterly progress report on Lyme Green Action Plan was considered and Committee resolved that it be approved subject to an amendment of action ref C5 to provide that this matter would be considered by the relevant Policy Development Group.
Work Plan	The Committee considered the updated Work Plan and resolved that the changes made to it since the last meeting, be noted and that consideration be given to the length of future agendas and whether any additional meetings of the Committee should be included in the Calendar of Meetings.
<b>31 January 2013</b>	
Progress Report/Annual Audit Letter	Progress against the action plan that has been developed in response to the Audit Commission's Annual Governance Report. Together with the Audit Commission's Annual Audit Letter.
External Audit Fees and presentation	Specifies the level of audit fees. An update on the new external audit arrangements will be presented for information.
Financial Statements -12/13 Progress Report	Progress on preparation of the 12/13 Financial Statements.
Internal Audit Interim Report	Progress against the Internal Audit Plan 12/13.
Draft Treasury Management Strategy Report	Consider draft Treasury Management Strategy, before approval by Council in

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	February 2013. A short presentation will cover the main points at summary level.
Data Protection and Freedom of Information Update	Update on Data Protection and Freedom of Information issues including volumes of requests and trends.
AGS – Update on 11/12 Action Plan & 12/13 Process	Progress to date on the 11/12 AGS Action Plan and suggested approach for the 12/13 AGS for approval.
Annual Report of Corporate Complaints and Local Government Ombudsman's Annual Review 11/12	Summary of the complaints received by the Council and also those dealt with by the Local Government Ombudsman about the Council for 11/12.
Risk Management Update Report	Update report on Risk Management arrangements.
Lyme Green Action Plan	Quarterly progress report on Lyme Green Action Plan.
Work Plan	Forward looking programme of meetings and agenda items to ensure comprehensive coverage of the Committee's responsibilities.
<b>28 March 2013</b>	
External Audit – Certification of Claims & Returns	Annual report on the issues, amendments and qualifications arising from certification work of grant claims and returns.
Internal Audit Plan 13/14	Approval of risk based Internal Audit Plan for following year.
Audit Committee Self Assessment	Self assessment of the effectiveness of the Committee, which feeds into the AGS process.
Whistleblowing Policy Update	Periodic assurance on effective operation of Whistleblowing Policy.
Risk Management Update Report <i>including Risk Owner Mitigation Plan</i>	Update report on Risk Management, including Business Continuity and attendance by a Corporate Risk Owner to explain their mitigation plan.
Lyme Green Action Plan	Quarterly progress report on Lyme Green Action Plan.
Regulation of Investigative Powers Act (RIPA)	Any potential updates of the requirements of the RIPA legislation and actions to ensure the Council complies.
Work Plan	Forward looking programme of meetings and agenda items to ensure comprehensive coverage of the Committee's responsibilities.

**Audit & Governance Committee  
Work Plan**

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	<b><i>The following items may, subject to requirement, be presented to the Committee.</i></b>
Insurance	Where necessary, overseeing and agreeing the arrangements for Members to be indemnified for and insured against risks and liabilities arising from the performance of their duties as Members of the Council, and as the Council's representatives on outside bodies.
Anti Money Laundering	Consideration of any updates to the Anti Money Laundering Policy and assurance from management that measures are operating effectively.