

## TRAFFORD COUNCIL

**Report to:** Accounts and Audit Committee  
**Date:** 25 September 2014  
**Report for:** Information  
**Report of:** Audit and Assurance Manager

### Report Title

Accounts and Audit Committee – Work Programme – 2014/15

### Summary

This report sets out the updated work plan for the Committee for the 2014/15 municipal year.

It outlines areas to be considered by the Committee at each of its meetings, over the period of the year. The work programme helps to ensure that the Committee meets its responsibilities under its terms of reference and maintains focus on key issues and priorities as defined by the Committee.

The work programme is flexible and can have items added or rescheduled if this ensures that the Committee best meets its responsibilities.

### Recommendation

The Accounts and Audit Committee is asked to note the 2014/15 work programme.

### Contact person for access to background papers and further information:

Name: Mark Foster – Audit and Assurance Manager  
Extension: 1323

Background Papers: None

| Committee Meeting Dates | Areas of Responsibility of the Committee   |                         |                 |   |   |  |
|-------------------------|--|-------------------------|-----------------|---|---|--|
|                         | Internal Audit   | External Audit          | Risk Management | Governance (including Annual Governance Statement)  | Anti- Fraud & Corruption Arrangements   | Accounts   |
| 26 June 2014            | Agree Committee's Work Programme for 2014/15 (including consideration of training and development)<br>Training & Development – Draft accounts (provided outside committee) |                         |                 |   |   |  |
|                         | - 2013/14 Annual Internal Audit Report   | - Audit Progress Report |                 | - Review 2013/14 draft Annual Governance Statement<br>- Accounts and Audit Committee 2013/14 Annual Report to Council |   | - Pre-audited 2013/14 accounts update<br>- Treasury Management Annual Performance 2013/14<br>- Insurance Performance Report 2013/14. |
| 6 August 2014           | Special Meeting (included an item listed under Exclusion Resolution - Investigation in to Budget Monitoring Arrangements at Trafford Council).                             |                         |                 |   |   |  |
|                         |  |                         |                 |   |   | - Review 2013/14 pre-audited accounts<br>- Revenue Budget Monitoring Report Period 12 Outturn  |
| 25 September 2014       |  |                         |                 |   |   |  |
|                         | - Q1 Internal Audit Monitoring Report  | - Audit Findings Report |                 | - 2013/14 Annual Governance Statement (final version)<br>- Budget Monitoring Investigation Action Plan                | - Benefit Fraud Investigation 2013/14 Annual Report / Single Fraud Investigation Service update | - Approval of Annual Statement of Accounts 2013/14<br>- Budget Monitoring Report.  |

| Committee Meeting Dates | Areas of Responsibility of the Committee          |   |   |  |  |   |
|-------------------------|---|---|---|--|--|---|
|                         | Internal Audit                                    | External Audit                          | Risk Management                             | Governance (Including Annual Governance Statement)   | Anti- Fraud & Corruption Arrangements                        | Accounts  |
| 19 November 2014        | Presentation on the STaR Procurement arrangements |   |   |  |  |   |
|                         | - Q2 Internal Audit monitoring report             | - Annual Audit Letter<br>- Audit Update | - Strategic Risk Register Monitoring Report | - Consider improvement actions taken in 2014/15 in respect of 2013/14 governance issues.<br>- Transformation programme update                                |  | - Treasury Management : mid-year review<br>- Budget Monitoring Report.                                  |
| 10 February 2015        |   |   |   |  |  |   |
|                         | - Q3 Internal Audit monitoring report             | - Audit Update<br>- Grant Claims report |   | - Report on arrangements for 2014/15 Annual Governance Statement<br>- Consider improvement actions taken in 2014/15 in respect of 2013/14 governance issues. |  | - Treasury Management Strategy<br>- Insurance update<br>- Reserves update<br>- Budget Monitoring Report |
| 24 March 2015           |   |   |   |  |  |   |
|                         | - 2015/16 Internal Audit Plan                     | - Audit Plan<br>- Audit Update          | - Strategic Risk Register Monitoring Report | - Consider improvement actions taken in 2014/15 in respect of 2013/14 governance issues.   | - Anti Fraud & Corruption / National Fraud Initiative update | - Budget Monitoring Report.   |