

MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	23 AUGUST 2011
TITLE OF REPORT:	WORK PROGRAMME 2011/12
PORTFOLIO AREA:	RESOURCES

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

The purpose of this report is to provide Members with a draft forward work programme to enable them to discharge their responsibilities as the Audit and Governance Committee.

Key Decision

This is not a Key Decision.

Recommendation

THAT subject to any comments the Committee approves the work programme as a basis for future agenda items and considers how the provisional training session scheduled for November could be used.

Key Points Summary

- The Terms of Reference of the Audit and Governance Committee are set out in Appendix 1 (section 5.12.5).
- The work programme has been drafted with reference to the requirements set out in Section 5.12.5. The work programme may be modified by the Chairman following consultation with the Vice Chairman and the Chief Officer - Financial and Commercial Services.
- Training sessions may be undertaken as part of the programme and whilst time has been allocated for this in November 2011, the content of the training has not yet been decided. The Committee may wish to consider its training needs in due course.

Alternative Options

- 1 None as the Committee must fulfil its requirements as set out in the terms of reference although it may request others items of information in addition to that set out in the work programme.

Reasons for Recommendations

- 2 To ensure the Committee can meet its terms of reference.

Introduction and Background

- 3 Section 12, paragraph 5.12.5 of the Audit and Governance Code sets out the terms of reference of the Audit and Governance Committee. In order to discharge these responsibilities effectively the Committee needs to plan its forward programme.

Key Considerations

- 4 The Committee's terms of reference have been developed in line with the latest best practice. The items set out in the work programme are the minimum information requirements the Committee needs to fulfil its obligations.
- 5 The Committee may request other information/reports as appropriate but will need to ensure that it does not extend beyond its remit.
- 6 The work programme may be modified by the Chairman following consultation with the Vice Chairman and the Chief Officer - Financial and Commercial Services.
- 7 Should any urgent, prominent or high profile issues arise, the Chairman may consider that issue.
- 8 Should Members become aware of any issues they consider may be added to the work programme, they should contact the Chairman or Democratic Services to log the issue so that it can be taken into account when planning future agendas or when planning the work programme.
- 9 Time has been allocated in November for a training session for the Committee. The Committee will need to consider which topics it may wish to cover.

Financial Implications

- 10 There are no financial Implications.

Legal Implications

- 11 There are no legal Implications.

Risk Management

- 12 There is a risk that the Committee will not fulfil its obligations under its terms of reference. The work programme mitigates this risk.

Appendices

Appendix 1- Audit and Governance Committee terms of reference

Appendix 2 - Draft work programme 2011/12