

**Audit & Resources Overview & Scrutiny Committee
Work Plan 2006/07**

	Title of Review	Area of investigation	Format	Lead Officer	Membership of Task & Finish sub group and/or additional persons to attend	Reporting date
1	Base budget	Review focusing on the areas of under spend in the previous financial year	Task & Finish sub group	Mary Hawkins	Councillors Mrs Bunker, Caborn, Ms Flanagan	6/2/2007
2	Service Review	To monitor the contract with Immediate Solutions. The report should also contain a more detailed explanation of the significant difference in the predicted level of income. A two-part update report to the 6 February 2007 meeting specifically detailing – a) why the contract had failed; and b) an update as to the current position for year 2007/08 with the appropriate financial input.	Perception test	Nigel Bishop		6/2/2007
3	External Audit	Annual Audit & Inspection letter (05/06)	Perception test	Mary Hawkins		6/2/2007
4	Base Budget	Review of base budget – front line	Perception test	Mary Hawkins		6/2/2007
5	ICT Strategy	Progress report on the ICT Strategy	Perception test	Karen Pearce		6/2/2007
6	External Audit	Interim Audit Memorandum (06/07)	Perception test	Mary Hawkins		6/2/2007
7	Internal Audit	Quarterly review of performance	Perception test	Richard Barr		6/2/2007
8	Service Review	Update on catering contract	Perception test	Mary Hawkins	Redcliffe Catering	6/2/2007
9	Workplan	End of term report	Perception test	Graham Leach		20/3/07
10	Internal Audit	Annual Audit plan and IA Strategy	Perception test	Richard Barr		20/3/07
11	Asset Management Plan	To receive quarterly updates on the progress in implementing the plan.	Perception test	John Whittle		20/3/07
12	Internal Control	Six month reports on the Statement of Internal Control (SIC) Action Plan	Perception test	Richard Barr		20/3/07
13	Service review	Administration Review	Perception test	Mary Hawkins		20/3/07

14	Service review	Enablement of 'Agile' Working Through the Introduction of Internet Protocol (IP) Telephony and Voice Over IP and Wireless Warwick and its role out across Warwick District	Perception test	Karen Pearce		20/3/07
15	Service Review	The Council's compliant with the Civil Contingences Act, specifically detailing the work to ensure the business continuity of this Council	Perception Test	Roger Jewsbury		20/3/07
16	Service Review (Following on from Executive – Minute Number 693)	Legal Services	Perception Test	Simon Best		20/3/07

Work Plan 2007/08 and beyond

Procurement Policy	Annual review of the Council's procurement action plan, including identifying training needs for members	Perception test	Mary Hawkins		June 07
IEG Strategy	Progress review of the implementation plan	Perception test	Chris Elliott		June 07
Risk Management	Revised corporate action plan	Perception test	Richard Barr		July 07
Service Review (Following on from Executive – Minute Number 693)	Legal Services (Executive – Minute Number 693)	Perception test	Simon Best		Sept 07
Corporate Governance	To review the Council's code of corporate governance	Perception test	May Hawkins		June 07 June 08 June 09
Use of resource	How the Council will achieve the new criteria likely to be introduced by the Audit Commission with regard to the use of resources	Perception test	Mary Hawkins		
Use of Resources	To consider the value for money of progressing to achieve level 4 of the Audit Commission ratings	Perception test	Mary Hawkins		
Service review	Administration Review	Perception test	Mary Hawkins		October 07
Service Review (Following on from Executive – Minute Number 693)	Legal Services	Perception test	Simon Best		Dec 07

Work completed during the year 2005/06

Title of Review	Area of Review	Lead Officer	Completion date
External Audit	Annual Audit inspection letter	Mary Hawkins	6 June 06
External Audit	Annual Audit Inspection Plan for 2006-07 Audit	Mary Hawkins	6 June 06
Internal Audit	Internal Audit Progress report 2005/06 – Quarter 4	Richard Barr	6 June 06
Risk Management	Action plan progress report	Richard Barr	6 June 06
Internal control	Statement of Internal Control	Richard Barr	6 June 06
ICT	ICT Strategy	Jane Jack	6 June 06
Asset Management	Progress report on the Asset management plan	John Whittle	6 June 06
External Audit	Audit commission review of external Audit	Richard Barr	18 July 06
Risk Management	Revised Risk management action plan for 06/07	Richard Barr	18 July 06
	Use of resource assessment	Mary Hawkins	18 July 06
IEG Programme	Implementing Electronic Government Programme – Final report	James Williams	18 July 06
Internal Audit	Quarterly review of performance	Richard Barr	5 September 06
Asset Management Plan	To receive quarterly updates on the progress in implementing the plan.	John Whittle	5 September 06
Financial Strategy	To scrutinise the financial strategy and underlying assumptions which will form the basis of background to 2007 onwards corporate plan.	Mary Hawkins	5 September 06
Anti Fraud and corruption Initiative	To receive a progress report on the Anti Fraud and corruption Initiative	Richard Barr	5 September 06
Internal Control	Six month reports on the Statement of Internal Control (SIC) Action Plan	Richard Barr	17 October 2006
Service review	Update on catering contract	Mary Hawkins	17 October 2006
Service review	Administration Review	Mary Hawkins	17 October 2006
Budget	Consultation with business rate payers	Mary Hawkins	5 December 2006
Internal Audit	Quarterly review of performance	Richard Barr	5 December 2006
Asset Management Plan	To receive quarterly updates on the progress in implementing the plan.	John Whittle	5 December 2006
Service Review	The cost implications for WDC with regard to the development of a Telecare Service for the District	Bill Hunt	5 December 2006

Executive items considered during the year

June 06	July 06	September 06
<ul style="list-style-type: none"> • Final Accounts 2005/2006 • Procurement • Annual Audit inspection letter • Shopmobility • Risk Management Progress Report • Kenilworth Town Centre • Early Retirement of Senior Building Surveyor • Redundancy Payment 	<ul style="list-style-type: none"> • Financial Monitoring 2006/2007 (to 31 May 2006) • Budget 2007-2008 Prospects and Process • Regeneration Bid – Leamington Old Town • Warwick Renaissance (Parks and Gardens Lottery Bid) • Six Month Evaluation of Warwickshire Direct • Major Contract Renewals Stage 1 – Procurement Strategy • Best Value Review • Early Retirement of Staff Affected by the Administration Review 	<ul style="list-style-type: none"> • Major Contracts • Anti Fraud & Corruption • Quarterly Corporate Risk Register Review • Resources Issues Finance Payments Section • Additional Staffing Requirements for HMO Licensing • De Montfort Hotel • Leamington Waterside
October 06	December 06	February 07
<ul style="list-style-type: none"> • Renewal of Major Contracts • Approval of Fees and Charges 2007/2008 • Financial Monitoring 2007/2007 (to 31 August 2006) • Review of Rent Arrears Recovery Policy • Draft Warwickshire Local Area Agreement • Installation of Biomass Boiler at Oakley Wood Crematorium • Variation to current lease of the Car Park at Talisman Square Kenilworth • HR System • Enablement of 'Agile' Working Through the Introduction of Internet Protocol (IP) Telephony and Voice Over IP and Wireless Warwick • Future use of Town Hall and Riverside House, Leamington • Proposed disposal of HRA asset: 1A Sherbourne Terrace • Early retirement of Administration Manager Housing Services 	<ul style="list-style-type: none"> • Approval of General Fund Estimates 2006/2007 and revised 2007/2008 estimates. • Partnership agreement with Warwickshire County Council relating to the enforcement of parking controls across Warwick District. • Althorpe Innovation and Enterprise Centre Leamington Old Town. • Move to Digital recording of CCTV Images. • Quarterly Corporate Risk Register Review • Goods and Services procurement for Civil Engineering Works through Constructionline. • Legal Services • Leamington CUP bid – (1) Spencers Yard and (2) Court Street Railway Arches and Brunswick Healthy Living Centre. 	<ul style="list-style-type: none"> •