

## AUDIT & RESOURCES WORKPLAN 2004/05

### APPENDIX 2

AREA OF WORK	KEY OBJECTIVES OF REVIEW	SUGGESTED METHOD OF WORKING	DATE TO REPORT TO FULL SCRUTINY
Financial strategy	* Review of updated strategy	Perception test - reviewing Executive report	8 June
Annual review of performance information	* To hold portfolio holder to account for performance in their area for Quarter 4 and whole of 2003/04	Select Committee style	8 June
Annual review of risk management activities	* To review progress against the action plan * To consider any revisions to the strategy * To consider action plan for 04/05	Perception test - reviewing Executive report	8 June
Performance and summary of Internal Audit recommendations	* To review progress on Annual Audit Plan 03/04 * To consider if any further action needs to be taken as a result of audit reports in the quarter 4 03/04	Routine Committee reviewing Scrutiny Committee report	8 June
Asset Management Plan	* To receive an update on progress in implementing Asset Management Plan recommendations * To receive an update on proposals relating to review of assets under management	Perception Test - Scrutiny Committee report	8 June
Jephson Gardens	* To receive a post-contract report on the Jephson Gardens capital works	Perception test - reviewing Executive report	21 July
Complaints	* To receive a report from the Complaints review group	Whole Committee reviewing Task & Finish Sub –Group report	21 July
Asset Management Plan	* To receive an update on progress in implementing Asset Management Plan recommendations * To receive an update on proposals relating to review of assets under management	Perception Test - Scrutiny Committee report	21 July

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St Mary's Lands	* Review revised costings	Perception test - reviewing Executive report	21 July
E- Government	* Review of achievement against target * Review of costs against benefits	Perception Test - Scrutiny Committee report	21 July
Investments	* Understanding policy and monitoring reports * Review of investment approach including ethical policy	Perception Test - Scrutiny Committee report	21 July
Quarterly review of performance information	* To hold portfolio holder to account for performance in their area for Quarter 1.	Select Committee style	8 September
Performance and summary of Internal Audit recommendations	* To review progress on Annual Audit Plan 04/05 * To consider if any further action needs to be taken as a result of audit reports in the quarter 1 - 04/05 * To consider any need to review the anti-fraud and corruption policy	Routine Committee reviewing Scrutiny Committee report	8 September
Staffing	* Review of staffing numbers for previous 4 years and reasons for change * Update on status of personnel policies – when last reviewed, and any considered necessary which are outstanding	Perception Test - Scrutiny Committee report	8 September
Asset Management Plan	* To receive an update on progress in implementing Asset Management Plan recommendations * To receive an update on proposals relating to review of assets under management	Perception Test - Scrutiny Committee report	20 October
Discretionary Rate relief	* Review effectiveness of change of policy on sports groups	Perception Test - Scrutiny Committee report	20 October

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Quarterly review of performance information	* To hold portfolio holder to account for performance in their area for Quarter 1.	Select Committee style	15 December
Performance and summary of Internal Audit recommendations	* To review progress on Annual Audit Plan to Quarter 2 * To consider if any further action needs to be taken as a result of audit reports in the quarter	Routine Committee reviewing Scrutiny Committee report	15 December
CIPFA/SOLACE Corporate Governance Framework	* Understanding the framework * Consideration of how compliance with framework is tested in practice	Perception Test - Scrutiny Committee report <i>and</i> Training	15 December
Annual Audit Letter	* To review the External Auditors Annual Audit Letter	Presentation by External Auditors and whole Committee reviewing report to Executive	15 December
Budget	* To scrutinise budget proposals	Select Committee style ?	15 December and/or 2 February
Asset Management Plan	* To receive an update on progress in implementing Asset Management Plan recommendations * To receive an update on proposals relating to review of assets under management	Perception Test - Scrutiny Committee report	15 December
Business ratepayers	* To consult with business ratepayers on the Councils budget and report back to scrutiny	Joint meeting with business ratepayers (followed by normal business)	15 December <i>as part of budget scrutiny</i>
Quarterly review of performance information	* To hold portfolio holder to account for performance in their area for Quarter 3.	Select Committee style	2 February

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Performance and summary of Internal Audit recommendations	<ul style="list-style-type: none"> <li>* To review progress on Annual Audit Plan to Quarter 3</li> <li>* To consider if any further action needs to be taken as a result of audit reports in the quarter</li> </ul>	Routine Committee reviewing Scrutiny Committee report	2 February
Asset Management Plan	<ul style="list-style-type: none"> <li>* To receive an update on progress in implementing Asset Management Plan recommendations</li> <li>* To receive an update on proposals relating to review of assets under management</li> </ul>	Perception Test - Scrutiny Committee report	23 March
Annual Audit Plan	<ul style="list-style-type: none"> <li>* To consider the plan for 2005/06</li> </ul>	Routine Committee reviewing Executive report	23 March
End of term report and 2004/05 work plan	<ul style="list-style-type: none"> <li>* Review of work undertaken by Scrutiny in the year</li> <li>* To consider activities for the future year</li> </ul>	Whole Committee reviewing Scrutiny Committee report	23 March
Quarterly review of performance information	<ul style="list-style-type: none"> <li>* To hold portfolio holder to account for performance in their area for Quarter 4.</li> </ul>	Select Committee style	May
Annual audit report on controls 2003/04	<ul style="list-style-type: none"> <li>* review report on control environment</li> </ul>	Routine Committee reviewing Executive report	June
Performance and summary of Internal Audit recommendations	<ul style="list-style-type: none"> <li>* To review progress on Annual Audit Plan to Quarter 4</li> <li>* To consider if any further action needs to be taken as a result of audit reports in the quarter</li> </ul>	Routine Committee reviewing Scrutiny Committee report	June
Detailed review of budget	<ul style="list-style-type: none"> <li>*To carry out in depth review of budgets</li> </ul>	Task and Finish Group	To be scheduled
Catering contracts	<ul style="list-style-type: none"> <li>* To review the proposals being developed</li> </ul>	Task and Finish Group	To be scheduled