

FINANCE & AUDIT SCRUTINY COMMITTEE

WORK PLAN 2011/12

	Title of Review	Format	Lead Officer	Target Date	Notes / Attendees / Task & Finish Group membership
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13 MARCH 2012

AUDIT ITEMS

1	Audit Plan 2012/13	Report	Richard Barr		
2	Internal Audit Quarterly Report Quarter 3 2011/12	Report	Richard Barr		
3	External Audit Certification of Claims and Returns Annual Report	Report	Mike Snow		
4	Review of Effectiveness of Internal Audit – Update on Action Plan	Report	Richard Barr		

No scheduled scrutiny items

17 APRIL 2012

AUDIT ITEMS

1	Update on Annual Memberships at Gyms	Report	Richard Barr		
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SCRUTINY ITEMS

2	Service Risk Register Presentation				
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3	Update on Royal Spa Centre Business Plan	Report			
4	End of Term Report	Report	Peter Dixon / Chair		

National Fraud Initiative??

WORK PLAN 2012/13

29 MAY 2012

AUDIT ITEMS

1	Treasury Management Activity Report Quarter 4 2011/12	Report	Roger Wyton		
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19 JUNE 2012

AUDIT ITEMS

1	Internal Audit Quarterly Report – Quarter 4 2011/12	Report	Richard Barr		
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SCRUTINY ITEMS

2	Enterprise Initiatives?	Report	Ray Smith		
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10 JULY 2012

AUDIT ITEMS

1	Anti Fraud and Corruption Strategy	Report	John King		
2	Draft Statement of Accounts?	Report	Mike Snow		

SCRUTINY ITEMS

Appendix 1

3	Service Risk Register Presentation				
4	Rural/Urban Capital Improvement Scheme Update	Report	Chris Brown		
5	Procurement Bi-Annual Report	Report	Mel Gillman		

7 AUGUST 2012**AUDIT ITEMS**

1	Treasury Management Activity Report Quarter 1 2012/13	Report	Roger Wyton		
2	Treasury Management Annual Review	Report	Roger Wyton		

No scheduled scrutiny items**11 SEPTEMBER 2012****AUDIT ITEMS**

1	Internal Audit Quarterly Report Quarter 1 2012/13	Report	Richard Barr		
2	Review of Effectiveness of Internal Audit 2011/12 – Action Plan	Report	Richard Barr		
3	Risk Management Annual Report	Report	Richard Barr		

No scheduled scrutiny items**9 OCTOBER 2012****AUDIT ITEMS**

1	National Fraud Initiative – Update	Report	Ian Wilson		
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SCRUTINY ITEMS

2	Service Risk Register Presentation				
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3	Housing Benefit Fraud Annual Report	Report	Andrea Wyatt		
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13 NOVEMBER 2012**AUDIT ITEMS**

1	Treasury Management Activity Report Quarter 2 2012/13	Report	Roger Wyton		
2	Annual Audit Letter	Report			

No scheduled scrutiny items**11 DECEMBER 2012****AUDIT ITEMS**

1	Internal Audit Quarterly Report – Quarter 2 2012/13	Report	Richard Barr		
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No scheduled Scrutiny items**8 JANUARY 2013****SCRUTINY ITEMS**

1	Service Risk Register Presentation				
2	Rural/Urban Capital Improvement Scheme Update	Report	Chris Brown		
3	Procurement Bi-Annual Report	Report	Mel Gillman		

No scheduled audit items**12 FEBRUARY 2013****AUDIT ITEMS**

1	Treasury Management Activity Report Quarter 3 2012/13	Report	Roger Wyton		
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No scheduled scrutiny items

12 MARCH 2013**AUDIT ITEMS**

1	Audit Plan 2013/14	Report	Richard Barr		
2	Internal Audit Quarterly Report Quarter 3 2012/13	Report	Richard Barr		
3	External Audit Certification of Claims and Returns Annual Report	Report			
4	Review of Effectiveness of Internal Audit – Update on Action Plan	Report	Richard Barr		

No scheduled scrutiny items**16 APRIL 2013****AUDIT ITEMS**

1	Update on Annual Memberships at Gyms	Report	Richard Barr		
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SCRUTINY ITEMS

2	Service Risk Register Presentation				
3	Update on Royal Spa Centre Business Plan	Report			

8 MAY 2013**AUDIT ITEMS**

1	Treasury Management Activity Report Quarter 4 2012/13	Report	Roger Wyton		
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SCRUTINY ITEMS

2	End of Term Report	Report	Peter Dixon / Chair		
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ITEMS TO BE SCHEDULED

- Review of the refuse collection contract, at an appropriate time to be confirmed with the Head Of Neighbourhood Services (12/07/11 minute 32)
- Olympics - update