

Gloucester City Council
Audit and Governance Work Programme 2013-14
(updated 11 September 2013)

Item	Format	Lead Officer	Comments
23 SEPTEMBER 2013:			
1. Audit and Governance Committee Action Plan	Timetable	-----	Standing agenda item requested by the Committee
2. Treasury Management	Training	Corporate Director of Resources	Requested by the Committee (to be undertaken before the start of the Committee meeting)
3. KPMG ISA 260 report to those charged with governance	Written report	Darren Gilbert, KPMG	Part of the Committee's annual work programme
4. Audited Statement of Accounts	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
5. Treasury Management 2012/13 – Quarter 4	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
6. Treasury Management Performance 2013/14 – Quarter 1	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
7. Treasury Management Strategy 2013/14	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
8. Financial Services Improvement Plan	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
9. Internal Audit Plan 2013/14 – Quarterly Monitoring report	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
10. Annual Governance Statement 2012/13	Written report	Corporate Director of Resources	Report deferred to September's meeting

Item	Format	Lead Officer	Comments
11. Public Sector Internal Audit Standards	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
12. Update on the Peer Review – Draft Terms of Reference	Verbal update	Corporate Director of Resources	As requested by Committee.
13. Fixed Asset Register	Verbal update	Interim Finance Change Manager	Rolling agenda item requested by Committee
14. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
15. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item
25 NOVEMBER 2013:			
1. Audit and Governance Committee Action Plan	Timetable	-----	Standing agenda item requested by the Committee
2. Financial Services Improvement Plan	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
3. Treasury Management Performance 2013/14 – Quarter 2	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
4. Annual Governance Statement Action Plan – Update	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
5. Annual Risk Management report	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
6. Peer Review Update	Verbal update	Corporate Director of Resources	Part of the Committee's annual work programme

Item	Format	Lead Officer	Comments
7. R.I.P.A Annual Update	Written report	Monitoring Officer	Part of the Committee's annual work programme
8. Fixed Asset Register	Verbal update	Interim Finance Change Manager	Rolling agenda item requested by Committee
9. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
10. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item
17 MARCH 2014:			
1. Audit and Governance Committee Action Plan	Timetable	-----	Standing agenda item requested by the Committee
2. External Audit Plan 2013/14	Written report	Darren Gilbert, KPMG	Part of the Committee's annual work programme
3. Internal Audit Plan – Quarterly Monitoring Report	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
4. Treasury Management Performance 2013/14 – Quarter 3	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
5. Internal Audit Plan 2014/15	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
6. Fixed Asset Register	Verbal update	Interim Finance Change Manager	Rolling agenda item requested by Committee
7. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee

Item	Format	Lead Officer	Comments
8. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item
23 JUNE 2014:			
1. Audit and Governance Committee Action Plan	Timetable	-----	Standing agenda item requested by the Committee
2. Annual Audit Letter 2013/14	Letter	Darren Gilbert, KPMG	Part of the Committee's annual work programme
3. Annual Audit Fee 2014/15	Letter	Darren Gilbert, KPMG	Part of the Committee's annual work programme
4. Draft Statement of Accounts 2013/14	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
5. Internal Audit Plan – Quarterly Monitoring Report	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
6. Internal Audit Annual Report 2013/14	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
7. Review of the Effectiveness of Internal Audit	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
8. Treasury Management Performance – Quarter 4	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
9. Treasury Management Strategy 2014/15	Written report	Interim Finance Change Manager	Part of the Committee's annual work programme
10. Annual Governance Statement	Written report	Corporate Director of Resources	Part of the Committee's annual work programme

Item	Format	Lead Officer	Comments
11. Annual Complaints Monitoring	Written report	Monitoring Officer	Part of the Committee's annual work programme
12. Annual Standards Report	Written report	Monitoring Officer	Part of the Committee's annual work programme
13. Business Rates Pooling Annual Report	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
14. Annual Report of the Audit Committee	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
15. Fixed Asset Register	Verbal update	Interim Finance Change Manager	Rolling agenda item requested by Committee
16. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
17. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item
8 SEPTEMBER 2014:			
1. Audit and Governance Committee Action Plan	Timetable	-----	Standing agenda item requested by the Committee
2. Internal Audit Plan – Quarterly Monitoring Report	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
3. Fixed Asset Register	Verbal update	Interim Finance Change Manager	Rolling agenda item requested by Committee
4. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
5. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item