

Gloucester City Council
Audit and Governance Work Programme 2013-14
(updated 15 November 2013)

Item	Format	Lead Officer	Comments
25 NOVEMBER 2013:			
1. Audit and Governance Committee Action Plan	Timetable	-----	Standing agenda item requested by the Committee
2. Response to Internal Audit Report Recommendations – Client Monitoring of Payroll System	Verbal update	Audit, Risk and Assurance Manager	As requested by Committee.
3. Response to Internal Audit Report Recommendations - Response Repairs Contract	Verbal update	Asset Manager	As requested by Committee.
4. Financial Services Improvement Plan	Written report	Head of Finance	Part of the Committee's annual work programme
5. Treasury Management Update – Quarter 2 Report 2013/14	Written report	Head of Finance	Part of the Committee's annual work programme
6. Annual Governance Statement Action Plan 2013/14	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
7. Risk Management Annual Report 2013	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
8. Internal Audit Plan Monitoring Report 2013/14	Written report	Audit, Risk and Assurance Manager	Part of the Committee's annual work programme
9. Committee on Standards in Public Life – Annual Report 2012-13	Written report	Monitoring Officer	Part of the Committee's annual work programme

Item	Format	Lead Officer	Comments
10. R.I.P.A Annual Update	Written report	Head of Legal & Policy Development	Part of the Committee's annual work programme
11. Review of Terms of Reference for Audit and Governance Committee	Written report	Head of Legal & Policy Development	Part of the Committee's annual work programme
12. Peer Review Update	Verbal update	Corporate Director of Resources	Part of the Committee's annual work programme
13. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
14. 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	Head of Finance	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. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee

Item	Format	Lead Officer	Comments
7. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item
8. Standards Refresher Training & Update on national picture / any Code of Conduct developments	Written / Verbal?	Head of Legal & Policy Development	Part of the Committee's annual work programme
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	Head of Finance	Part of the Committee's annual work programme
9. Treasury Management Strategy 2014/15	Written report	Head of Finance	Part of the Committee's annual work programme

Item	Format	Lead Officer	Comments
10. Annual Governance Statement	Written report	Corporate Director of Resources	Part of the Committee's annual work programme
11. Annual Complaints Monitoring	Written report	Head of Legal & Policy Development	Part of the Committee's annual work programme
12. Annual Standards Report	Written report	Head of Legal & Policy Development	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. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
16. 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. Service Risk Registers	Verbal update	Audit, Risk and Assurance Manager	Rolling agenda item requested by Committee
4. Audit and Governance Committee Work Programme	Timetable	-----	Standing agenda item