

## Standard & Audit Committee Work Programme

## Item 11

**Committee:** Standards and Audit

**Year:** 2013/2014

Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
<b>26 June 2013</b>				
Draft Internal Audit charter	/	Members/ Officers	Gary Clifford	No update required
Key Financial Statement Issues	/	Members/ Officers	Martin Hone/Sean Clark	No update required
Audit Charter and Audit Protocol	/	Officers	Gary Clifford	No update required
1 <sup>st</sup> Quarter Review, Strategic/Corporate Risk & Opportunity Register	18 April 2013	Officer	Andy Owen	Deferred to July meeting at the request of the Committee
Draft Strategy for Internal Audit 2013- 14 to 2015-16 and Draft Annual Plan 2013-14		Officer	Gary Clifford	No update required
Audit and Certification Fees 2013/14	/	Officer	Martin Hone/Sean Clark Ernst & Young	No update required
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
<b>18 July 2013</b>				
Head of Internal Audit: Annual Report	/	Officer	Gary Clifford	Deferred to September meeting – agreed with Chair
Financial Statement and Annual Governance Statement	26 June 2013	Officer	Martin Hone/ Sean Clark	Members noted the report.
External Audit: Progress Report	26 June 2013	Officer	Martin Hone/Sean Clark Ernst & Young	No update required

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1 <sup>st</sup> Quarter Review, Strategic/Corporate Risk & Opportunity Register	/	Officer	Andy Owen	Members noted the report.
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
<b>19 September 2013</b>				
Audit Results Report (ISA260)	26 June 2013	Members/ Officers	Sean Clark Ernst & Young	Members noted the report.
Financial Statement and Annual Governance Statement	26 June 2013	Officer	Sean Clark	Members noted the report.
Horse Stable Review	26 June 2013	Members	Gary Clifford	Deferred to the November meeting
Head of Internal Audit: Annual Report	/	Officer	Gary Clifford	Deferred from July meeting – agreed with Chair
Update on RIPA & RIPA Policy Guide	05 July 2013	Officers	Daniel Toohey	Members noted the report.
Benchmarking & Improvement Plan Management, Risk & Opportunity	/	Officers	Andy Owen	Deferred to the November meeting
Audit Report on Corporate Health and Safety Internal	04 September 2013	Officers	Lucy Magill	Members noted the report.
Appointment of the Members Advisory Panel	06 September 2013	Officers	Paul Field	Members noted the report and appointed Members of the Advisory panel
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
<b>28 November 2013</b>				
Annual Audit Letter	06 February 2013	Members/ Officers	Sean Clark Ernst & Young	Members noted the report.
Annual Complaints Report	09 August 2013	Officers	Lee Henley	Members noted the

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				recommendations within the report and asked that a further report be brought back to the Committee on a 6monthly basic
Annual Access to Records Report	09 August 2013	Officers	Lee Henley	Members noted the report
Benchmarking & Improvement Plan Management, Risk & Opportunity	/	Officers	Andy Owen	Deferred from September meeting Members noted the report and asked for an update report for the February meeting
Green Yard Scheme for Abandoned and Stray Horses in Thurrock	26 June 2013	Members	Gary Clifford	Deferred from September meeting. Members noted the report and asked for an update report for the February meeting
Business Continuity	19 September 2013	Members	Gavin Dennett	Deferred to a later meeting to enable officers to complete a specific separate report for the Standards and Audit Committee, therefore reporting to Members the progress with Business Continuity testing as opposed to rerunning a previous Cabinet report on Business Continuity plans.
Internal Audit Progress	19 September 2013	Officers	Gary Clifford	Deferred to the February meeting
2012/2013 – Housing Capital Programme Audit	19 September 2013	Officers	Barbara Brownlee & Kathryn Adedeji	Members noted the report.

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Work Programme	Continuous	Members/Officers	Democratic Services Officer	
6 February 2014				
Report on the Audit of Grant Claims	06 February 2013	Members/Officers	Sean Clark Ernst & Young	Members noted the report and the actions within it.
Recharging Tenants		Members	Barbara Brownlee & Kathryn Adedeji	Members noted the report. The Chair asked that the Chair of the Housing O&S Committee be made aware of this report.
Update: Benchmarking & Improvement Plan Management, Risk & Opportunity	28 November 2013	Members	Andy Owen	Members noted the report
Update: Green Yard Scheme for Abandoned and Stray Horses in Thurrock	28 November 2013	Members	Gary Clifford	Members noted the report. No update required.
Update: Regulation of Investigatory Powers Act 2000 (RIPA)	28 November 2013	Officers	Daniel Toohey	Members noted the report
Internal Audit Progress	28 November 2013	Members	Gary Clifford	Deferred from November meeting
Work Programme	Continuous	Members/Officers	Democratic Services Officer	
5 March 2014				
Business Continuity	19 September 2013	Members	Gavin Dennett	
Update: Financial Statement	19 September 2013	Officers	Sean Clark	
Ernst and Young – Audit Plan 2013/14	6 February 2014	Officers	Sean Clark Ernst & Young	
Ernst and Young – Audit Commission's Protecting the Public	6 February 2014	Officers	Sean Clark Ernst & Young	

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Purse Fraud Briefing Report				
Internal Audit Progress Report (October 2013 – February 2014)	6 February 2014	Officers	Gary Clifford	
Draft Internal Audit Plan	6 February 2014	Officers	Gary Clifford	
Work Programme	Continuous	Members/Officers	Democratic Services Officer	

To Be Allocated				
Item	Date Added	Request By (Members/Officers)	Lead Officer	Committee Date
1 <sup>st</sup> Quarter Review of the Strategic/Corporate Risk and Opportunity Register	February 2014	Officers	Andy Owen	First meeting of Committee
Risk & Opportunity Management Benchmarking and Action Plan	February 2014	Officers	Andy Owen	September meeting (or nearest meeting thereafter)
3 <sup>rd</sup> Quarter Review of the Strategic/Corporate Risk and Opportunity Register	February 2014	Officers	Andy Owen	Nov 2014 (or nearest meeting thereafter)
Review of ROM Policy, Strategy & Framework	February 2014	Officers	Andy Owen	Nov 2014 (or nearest meeting thereafter)

Full details of Member's decisions can be viewed in the Minutes on the Council's Committee Management Information System - <http://democracy.thurrock.gov.uk/thurrock/>

### **FOR CONSIDERATION**

There are currently no items for consideration.