

**Audit Committee**  
**Work Programme 2008/2009**

**29 May 2008 – report deadline 20 May**

Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Introduction to changes in accounting requirements</b>	Training/member development item	Councillor Priest	City Treasurer	
<b>Introduction to the principles of corporate governance</b>	Training/member development item	Councillor Priest	City Treasurer	
<b>Review of the effectiveness of Internal Audit</b>		Councillor Priest	City Treasurer	
<b>Planning for audit Committee workshop</b>	Training/member development item	Councillor Priest	Grant Thornton	

## Appendix 1 to Work Programme

<b>Draft Work Programme</b>	Schedule of items for consideration during the year. Opportunity for member to schedule work topics for consideration during the year ahead	Councillor Priest	Head of Internal Audit Committee Secretary	
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### 27 June 2008 – report deadline 19 June

Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Approval of Annual accounts 2007/08</b>	To meet statutory deadline of 30 June	Cllr Priest	City Treasurer	
<b>Partnership Management arrangements – review</b>	Requested from a previous meeting of the Committee	Cllr Priest	City Treasurer	
<b>Audit and Risk management</b>	Service Improvement Review	Cllr Priest	Head of Internal Audit	
<b>Internal Audit</b> <ul style="list-style-type: none"> <li>▪ Staffing update</li> <li>▪ Draft Internal Audit Plan</li> <li>▪ SIP</li> </ul>	Quarterly progress report Opportunity to contribute to the Draft Internal Audit Plan Review of Internal Audit arrangements	Cllr Priest	Head of Internal Audit Grant Thonton	

## Appendix 1 to Work Programme

<b>Implementation of previous audit recommendations</b>	Response to previous request of the Committee for quarterly monitoring information on the delivery of recommendations from external audit work	Cllr Priest	Head of Internal audit	
<b>Anti-Fraud and Corruption Policy and Guidance</b>	Consideration of and opportunity to contribute to the draft policy	Cllr Priest	Head of Internal Audit	
<b>Risk management SIP</b>	Report on progress and outcomes of SIP and the outcomes of the recent external audit	Cllr Priest	City Treasurer Grant Thornton	
<b>Interim accounts report to those charged with governance</b>	Summary of findings of interim external audit of accounts	Cllr Priest	City Treasurer	
<b>External Funding</b>	Review of management of external funding	Cllr Priest	Grant Thornton	

### 25 September 2008 – report deadline 16 September

Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Internal Audit update</b>	Management response to resource concerns raised at the previous meeting	Councillor Priest	City Treasurer	

## Appendix 1 to Work Programme

<b>Internal Audit Outturn Report – July 2007/June 2008</b>	Annual outturn report	Councillor Priest	Interim Head of Internal Audit	
<b>Annual Accounts and Letter of Representation</b>	To meet statutory deadline of 30 September 2008	Councillor Priest	City Treasurer Karen Gilfoy	
<b>Annual Report to those charged with governance</b>		Councillor Priest	Grant Thornton	
<b>Risk management</b>	Progress and further development of risk management and implementation of the recommendations of the External Audit review completed in June 2008	Councillor Priest	City Treasurer John Gill	
<b>External Audit progress report</b>	Update on progress of key business items	Councillor Priest	Grant Thornton	
<b>External Audit recommendations</b>	Quarterly monitoring report on the implementation of outstanding recommendations from external audit work.	Councillor Priest	Grant Thornton	

## Appendix 1 to Work Programme

<b>30 October 2008 – report deadline 22 October</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Updated Internal Audit Plan 2008/March 2009</b>	To present a revised Internal Audit Plan for the remainder of the 2008/9 financial year	Councillor Priest	Interim Head of Internal Audit	
<b>Internal Audit assurance update</b>	To enable the Committee to be satisfied in relation to the completion of the approved Internal Audit Plan	Councillor Priest	Interim Head of Internal Audit	
<b>Audit Committee: review of effectiveness</b>	To make recommendations for the future development of the Audit Committee function	Councillor Priest	Grant Thornton	
<b>IT systems – review of control</b>		Councillor Priest	Grant Thornton	

<b>4 December 2008 – report deadline 25 November</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Appointment of Independent Members</b>	Report on nominations made to the Constitutional and Nomination Committee on 3 December 2008	Councillor Priest	Head of Internal Audit Committee Secretary	Oral report on the decision of the Council
<b>Annual Governance Statement</b>	Report on performance in 2008/9	Councillor Priest	City Treasurer	

## Appendix 1 to Work Programme

<b>Revised Work Programme</b>		Councillor Priest	Committee Secretary	Part of delivery of effectiveness Action Plan
<b>Training and Development Plan</b>		Councillor Priest	Committee Secretary	Part of delivery of effectiveness Action Plan
<b>Progress against Effectiveness Action Plan</b>		Councillor Priest	Committee Secretary	
<b>Use of resources/Data Quality report</b>		Councillor Priest	Grant Thornton	
<b>Audit progress update</b>		Councillor Priest	Grant Thornton	

### 15 January 2009 – report deadline 7 January

Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Grants Audit Report</b>		Councillor Priest	Grant Thornton	
<b>Manchester Improvement Plan</b>		Councillor Priest	Grant Thornton	
<b>Audit Progress update</b>		Councillor Priest	Grant Thornton	

<b>12 March 2009 – report deadline 3 March</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Draft Internal Audit Plan 2009/10</b>		Councillor Priest	Interim Head of Internal Audit	
<b>Interim report to those charged with governance</b>		Councillor Priest	Grant Thornton	
<b>Audit Progress update</b>		Councillor Priest	Grant Thornton	

<b>28 May 2009 – report deadline 20 May</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>New International Accounting Standards</b>	Training/Member development item	Councillor Priest	City Treasurer/Carol Culley	
<b>Internal Audit Plan 2008/09</b>	Report on implementation/completion of the plan	Councillor Priest	Interim Head of Internal Audit	
<b>Accounts interim report</b>		Councillor Priest	Grant Thornton	

## Appendix 1 to Work Programme

<b>Performance management report</b>		Councillor Priest	Grant Thornton	
<b>Audit progress update</b>		Councillor Priest	Grant Thornton	

### 25 June 2009 – report deadline 17 June

Item	Purpose	Lead Executive Member	Lead Officer	Comments
<b>Approval of Annual Accounts 2008/09</b>	To meet statutory deadline of 30 June	Cllr Priest	City Treasurer	
<b>SAP implementation report</b>		Councillor Priest	Grant Thornton	
<b>Audit Progress – update</b>		Councillor Priest	Grant Thornton	