

Work Programme

Item 10

Committee: Standards and Audit

Year: 2012/2013

Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
06 December 2012				
Strategic/Corporate Risk and Opportunity Register – Quarter 3		Officers	Andy Owen	<ul style="list-style-type: none"> ▪ Update required (Quarter 4) – March 2013 meeting
Internal Audit Progress Report 2012/13		Officers	Gary Clifford	<ul style="list-style-type: none"> ▪ Update – February 2013 meeting
Follow up of High and Medium Recommendations		Officers	Gary Clifford	<ul style="list-style-type: none"> ▪ Update – March 2013 meeting
Annual Audit Letter 2011/12 and Certification of Claims and Returns		Audit Commission	Martin Hone/ Wendy Borgartz /Debbie Hanson	<ul style="list-style-type: none"> ▪ No update required
Work Programme	Continuous	Members/Officers	Committee Clerk	<ul style="list-style-type: none"> ▪ No update required
16 January 2013 – CANCELLED				
Care Proceedings - Update		Members	Gary Clifford	<ul style="list-style-type: none"> ▪ That the report be taken to the February 2013 meeting.
Payroll Report -Update		Officers	Gary Clifford	<ul style="list-style-type: none"> ▪ That the report be taken to the March 2013 meeting
Audit Charter and Audit Protocol	06.12.12	Officers	Gary Clifford	<ul style="list-style-type: none"> ▪ Deferred from the agenda due to new legislation being published in April 2013. ▪ That the report be taken to the first meeting of the new municipal year.

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Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
Transformation Agenda		Members	Jackie Hinchliffe / Chris Stephenson	<ul style="list-style-type: none"> ▪ That the report be taken to the February 2013 meeting.
Work Programme	Continuous	Members/Officers	Committee Clerk	<ul style="list-style-type: none"> ▪ No update required
06 February 2013				
External Audit Progress		Ernst & Young	Martin Hone/ Wendy Borgartz /Debbie Hanson	<ul style="list-style-type: none"> ▪ No update required
Update on the Corporate Fraud Team	06.12.12	Members	Martin Hone / Sean Clark	<ul style="list-style-type: none"> ▪ Deferred from the agenda as officers await information. ▪ That the report be taken to the next available meeting.
Internal Audit – Progress Report		Officers	Gary Clifford	<ul style="list-style-type: none"> ▪ Members requested an update on a Primary School which had been in the local press to be taken to the March 2013 meeting.
Care Proceedings – Update	20.9.12	Members	Gary Clifford	<ul style="list-style-type: none"> ▪ Carried forward from January 2013 meeting. ▪ Members asked for an update to be taken to the March 2013 meeting as per the report.
Transformation Agenda		Members	Martin Whiteley/Jackie Hinchliffe / Chris Stephenson	<ul style="list-style-type: none"> ▪ Carried forward from January 2013 meeting
Work Programme	Continuous	Members/Officers	Committee Clerk	<ul style="list-style-type: none"> ▪ Members request an additional meeting in April 2013.

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Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
06 March 2013				
External Audit Plan	06.2.13	Ernst & Young	Martin Hone/ Wendy Borgartz & Debbie Hanson	<ul style="list-style-type: none"> ▪ This item was deferred to the April meeting as the Committee did not have a quorum of Members present.
Review of the Strategic/Corporate Risk and Opportunity Register – Quarter 4	06.12.12	Members/Officers	Andy Owen	No update required
Follow up of Previous Internal Audit Recommendations	06.02.13	Members/Officers	Gary Clifford	No update required
Payroll (including HR) – Internal Audit Report	06.02.13	Members	Gary Clifford	<ul style="list-style-type: none"> ▪ Carried forward from January 2013 meeting
Progress Report and Follow-Up of High and Medium Recommendations	06.02.13	Members	Gary Clifford	No update required
Manor School – Internal Audit Report	06.02.13			<ul style="list-style-type: none"> ▪ Members asked for an update to be taken to the April 2013 meeting.
Work Programme	Continuous	Members/Officers	Committee Clerk	<ul style="list-style-type: none"> ▪ No update required
(April 2013)				
Business Continuity and Business Recovery update		Members	Gavin Dennett & Nigel Byatt	<ul style="list-style-type: none"> ▪ Deferred from the agenda as officers await information. ▪ That the report be taken to the

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Item	Date Added	Request By (Members/Officers)	Lead Officer	Progress / Update required
				first meeting of the new Municipal year available meeting
Standards Report from the Monitoring Officer	06.12.12	Members	Fiona Taylor	
Update on the Corporate Fraud Team	06.02.13	Members	Martin Hone / Sean Clark	<ul style="list-style-type: none"> ▪ Deferred from the agenda as officers await information. ▪ That the report be taken to the next available meeting.
External Audit Plan	06.2.13	Ernst & Young	Martin Hone/ Wendy Borgartz & Debbie Hanson	<ul style="list-style-type: none"> ▪ Carried forward from March 2013 meeting
Mears Report	04.03.13 Via email	Officers	Kathryn Adedeji	
Update on Manor School – Internal Audit Report	06.03.13	Members	Gary Clifford	
Standards & Audit Committee’s Assurance from Management, Processes and Arrangements	03.04.13 Via email	Officers	Martin Hone/ Wendy Borgartz & Debbie Hanson	
Work Programme for 2013-2014	Continuous	Members/ Officers	Democratic Services Clerk	

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To Be Allocated				
Item	Date Added	Request By (Members/Officers)	Lead Officer	Suggested Committee Date
Monitoring the Accounts		Members/ Officers	Martin Hone/ Sean Clark	June 2013
Report to those charged with Governance	06.02.13	Members/ Officers	Martin Hone Ernst & Young	June 2013
Audit Charter and Audit Protocol	06.12.13	Officers	Gary Clifford	June 2013
Audit Report (Inc opinion and VFM conclusion)	06.02.13	Members/ Officers	Martin Hone Ernst & Young	September 2013
Audit Certificate	06.02.13	Members/ Officers	Martin Hone Ernst & Young	November 2013
WGA Certificate	06.02.13	Members/ Officers	Martin Hone Ernst & Young	November 2013
Annual Audit Letter	06.02.13	Members/ Officers	Martin Hone Ernst & Young	February 2014
Report on the Audit of Grant Claims	06.02.13	Members/ Officers	Martin Hone Ernst & Young	February 2014
Recharging Tenants	06.02.13	Members	Gary Clifford	February 2014

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.