



*A Borough to be proud of*

Hinckley & Bosworth  
Borough Council

# **Finance, Audit & Performance Committee Work Programme 2011/2012**

**ISSUE 2012/06: March 2012**

## **FINANCE, AUDIT & PERFORMANCE COMMITTEE WORK PROGRAMME 2011/2012**

### **1. Internal Audit Work Programme**

- Consider each Internal Audit Block and recommendations and ensure that recommendations are implemented and followed up

### **2. Financial and Budget Monitoring**

- Final Accounts 2010/11 (July 2011)
- Quarterly Budget Monitoring (September & December 2011, March 2012)
- Capital Programme (December 2011)
- Budget Proposals / Council Tax (February 2012)
- Prudential Code (March 2012)
- Treasury management Report (May 2012)

### **3. Corporate Management**

- Risk Management (December 2011)
- Annual Audit Plan (March 2012)
- ISA260 Annual Audit Letter (September 2011)
- Annual Audit Report (May 2012)

## FINANCE, AUDIT & PERFORMANCE COMMITTEE

| Finance, Audit & Performance Committee – Monday 26 March 2012     |  |  |   |                               |   |
|---|--|--|---|-------------------------------|---|
| Function  | Activity/<br>Objective   | Reason                                   | Desired Outcome   | Vision,<br>Values and<br>Aims | Responsible<br>(member/officer)   |
| Scrutiny Topics   |  |  |   |                               |   |
| Performance<br>Management<br>Information                          | Internal Audit<br>Progress Report                                      | Ensure findings<br>are considered        | Recommendations are<br>implemented  | All Corporate<br>Aims         | Deputy Chief Exec<br>(Corp. Direction) /<br>Internal Audit                        |
|   | Budget monitoring<br>– 3 <sup>rd</sup> quarter                         | Quarterly update<br>report               | Ensure Members are aware of<br>current issues with regard to<br>the budget                        | Thriving<br>Economy           | Deputy Chief Exec<br>(Corp. Direction) /<br>Accountancy Mang.                     |
|   | Annual Audit and<br>Inspection Letter                                  | Review work of<br>External Auditors      | Matters reported by External<br>Auditors are considered by<br>Elected members                     | All Corporate<br>Aims         | Deputy Chief Exec<br>(Corp. Direction)  |
|   | Prudential code  | Ensure value for<br>Money                | Ensure the Executive delivers<br>good value improving Services                                    | All Corporate<br>Aims         | Deputy Chief Exec<br>(Corp. Direction) /<br>Accountancy Mang.                     |
|   | Annual Audit Plan  | Provide the plan<br>for external audit   | Plan approved   | All Corporate<br>Aims         | Deputy Chief<br>Executive (Corp.<br>Direction)                                    |
|   | Service<br>Improvement Plan<br>monitoring – 3 <sup>rd</sup><br>quarter | Quarterly<br>update report               | Ensure Members are aware of<br>status of Service Improvement<br>Plans, PIs and Corporate<br>Risks | All Corporate<br>Aims         | Deputy Chief<br>Executive (Corp.<br>Direction) Principal<br>Officer – Perf & Risk |
| Tracking of<br>implementation<br>with previous<br>recommendations |  |  |   |                               |   |
| Committee<br>Management<br>Issues                                 | Work Programme<br>2011/12  | To review the<br>Committee's<br>workload | To ensure timely consideration<br>of reports and consistency of<br>distribution of workload       | All Corporate<br>Aims         | Accountancy<br>Manager/ Chairman  |

| <b>Finance, Audit &amp; Performance Committee – Monday 30 April 2012</b> |   |  |  |                                    |  |
|--|---|--|--|------------------------------------|--|
| <b>Function</b>  | <b>Activity/<br/>Objective</b>                  | <b>Reason</b>                                | <b>Desired Outcome</b>   | <b>Vision, Values<br/>and Aims</b> | <b>Responsible<br/>(member/officer)</b>                                    |
| Scrutiny Topics  |   |  |  |                                    |  |
| Performance<br>Management<br>Information                                 | Internal Audit<br>Progress Report               | Ensure findings are<br>considered            | Recommendations are<br>implemented   | All Corporate<br>Aims              | Deputy Chief Exec<br>(Corp. Direction) /<br>Internal Audit                 |
|  | Annual Audit<br>Report 2011/12<br>(internal)    | To provide assessment<br>of internal control | Assurance of internal<br>control and risk<br>management  | All Corporate<br>Aims              | Deputy Chief<br>Executive<br>(Corporate<br>Direction ) / Internal<br>Audit |
|  | Treasury<br>Management<br>Performance<br>report | Ensure value for Money                       | Ensure the Executive<br>delivers good value<br>improving Services                              | All Corporate<br>Aims              | Deputy Chief Exec<br>(Corp. Direction) /<br>Accountancy<br>Manager         |
| Tracking of<br>implementation<br>with previous<br>recommendations        |   |  |  |                                    |  |
| Committee<br>Management<br>Issues  | Work<br>Programme<br>2011/12                    | To review the<br>Committee's workload        | To ensure timely<br>consideration of reports<br>and consistency of<br>distribution of workload | All Corporate<br>Aims              | Accountancy<br>Manager/ Chairman   |