2012/13 Work Programme

Topic	Lead	23rd Jan 2013	27th Mar 2013	mid June 2012	end June 2013	Sep-13	Dec-13
1. Apologies for Absence and Notification of Substitute Members	Chairman of AARC						
2. Declarations of Interest	Chairman of AARC						
3. Petitions and Requests to Address the Meeting	Chairman of AARC						
4. Urgent Business	Chairman of AARC						
5. Minutes of the previous meeting	Chairman of AARC						
Training Session	Chairman of AARC and Head of Finance & Procurement	⊕		⊕			
Review of Work Programme	Chairman of AARC and Head of Finance & Procurement						
External Audit Annual Certification of Claims Report	Ernst Young						✓
External Audit Progress Update	Ernst Young	✓	✓		✓	✓	✓
External Audit Fee Letter	Ernst Young	✓					
External Audit Annual Governance Report	Ernst Young					✓	
External Audit Annual Audit Letter	Ernst Young						✓
Audit Committee Annual Report	Chairman of AARC and Head of Finance & Procurement				✓		
Internal Audit Progress Report	Chief Internal Auditor		✓		✓	✓	
Follow up on Internal Audit Report	Chief Internal Auditor						
Internal Audit Annual Plan	Chief Internal Auditor		✓				
Internal Audit Annual Report	Chief Internal Auditor				✓		
Corporate Risk Register and Risk Strategy	Corporate Performance Manger and Head of Finance & Procurement		✓				
Risk Management Update	Corporate Performance Manger and Head of Finance & Procurement		✓		✓	✓	
Anti Fraud and Corruption plus Whistle blowing Update	Head of Finance & Procurement and Fraud Manager		✓				
Protecting the Public Purse	Head of Finance & Procurement and Fraud Manager				✓		
Review of the Anti-Fraud and anti-corruption Strategy	Head of Finance & Procurement & Fraud Manager		✓		✓		
Annual Governance Statement Review	Head of Finance & Procurement			✓			
Annual Governance Statement Approval	Head of Finance & Procurement				✓	✓	
Statement of Accounts Review	Head of Finance & Procurement			✓			
Statement of Accounts Approval***	Head of Finance & Procurement				✓	✓	
Annual Report and Summary of Accounts	Head of Finance & Procurement				✓	✓	
Treasury Management Budget Monitoring & Compliance	Head of Finance & Procurement		✓		✓	✓	✓
Treasury Management Strategy & Practices	Head of Finance & Procurement		✓				
Accountancy Progress Report - Closedown	Corporate Accountant		✓				
Accounting Policies	Corporate Accountant		✓				