

**REPORT TO:** Business Efficiency Board

**DATE:** 29 June 2011

**REPORTING OFFICER:** Strategic Director – Policy & Resources

**SUBJECT:** Business Efficiency Board – Workplan 2011/12

**WARD(S):** Borough-wide

## **1.0 PURPOSE OF REPORT**

1.1 This report provides the indicative core workplan for the Business Efficiency Board for 2011/12. The workplan is attached at Appendix 1.

**2.0 RECOMMENDATION: That the Business Efficiency Board considers and approves its Workplan for 2011/12.**

## **3.0 SUPPORTING INFORMATION**

3.1 The powers and duties of the Business Efficiency Board are set out in the Council Constitution. The attached workplan outlines areas for consideration by the Board at each of its meetings over the financial year to help ensure that it meets its responsibilities.

3.2 The workplan has been prepared taking into account a practical spread of issues across the year allowing for specific items that are determined by statutory or other prescribed timescales.

3.3 The areas identified in the workplan are those known and anticipated at the current time. It is possible that issues may arise that may require additional reports to be added.

## **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

4.1 The Business Efficiency Board is responsible for approving the Council's Annual Governance Statement. It is therefore essential that the workplan of the Business Efficiency Board reflects the primary sources of assurance over the Council's governance framework. These sources of assurance include:

- The work of internal audit;
- The Council's risk management arrangements;
- The work of the Council's external auditor.

4.2 The Board also has responsibilities in respect of efficiency and improvement. Specifically, these include responsibility for monitoring:

- The Council's performance against the Efficiency Strategy, and
- The implementation of the Council's Procurement Strategy.

## **5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

- 5.1 Good corporate governance requires independent, effective assurance about the adequacy of financial management and reporting. CIPFA considers that these functions are best delivered by an audit committee that is independent of the executive and scrutiny functions.
- 5.2 The maintenance of an effective governance framework contributes to the achievement of all the Council's priorities.

## **6.0 RISK ANALYSIS**

- 6.1 An effective audit committee helps to raise the profile of internal control, risk management and financial reporting issues within an organisation, as well as providing a forum for the discussion of issues raised by internal and external auditors. This can enhance the public trust and confidence in the financial governance of an authority.
- 6.2 By agreeing a workplan for its audit committee, the Council is formally setting out how the Business Efficiency Board will meet its responsibilities as the Council's Audit Committee.

## **7.0 EQUALITY AND DIVERSITY ISSUES**

- 7.1 None identified.

## **8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None.

**Appendix 1 – Business Efficiency Board Workplan 2011/12**

	29 June 2011	28 Sept 2011	9 Nov 2011	18 Jan 2012	29 Feb 2012
<b>Internal Audit:</b>					
• Quarterly progress report	x	x	x	x	
• 2010/11 Annual Report	x				
• Approval of 2012/13 Audit Plan					x
<b>Financial Reporting:</b>					
• Approval of Abstract of Accounts		x			
• Accounting policies					x
<b>External Audit:</b>					
• Indicative Audit Fee and Fee Letter 2011/12	x				
• Annual Governance Report (including audit opinion and Value For Money conclusion)		x			
• Opinion Audit Plan					x
• Annual Grant Claims Report					x
<b>Governance:</b>					
• Approval of Annual Governance Statement	x				
<b>Risk Management:</b>					
• Review of Corporate Risk Register		x			x
<b>Anti-Fraud &amp; Corruption:</b>					
• Update Report	x				
<b>Other Audit Committee matters:</b>					
• Approval of workplan for 2011/12	x				
• Consultation on the future of Public Audit - Update	x				
<b>Procurement:</b>					
• Procurement update		x			x
<b>Efficiency:</b>					
• Efficiency Programme update		x			x