

Audit Committee Reporting Calendar

Report by Graham Herbert, Internal Audit Manager

1 Purpose of Report

The purpose of this Report is to provide to the Audit Committee an indication of Reports which are to be presented to each Audit Committee meeting.

2 Background

2.1 It is good practice to have in place a reporting calendar for the Audit Committee so that Members and Council officers have advance notice of the reports that are expected to be delivered to each meeting. This also allows reports to be spread, where possible, throughout the year so that no one meeting has an excessive amount of business.

2.2 A calendar is attached at Appendix 1 of this report for information.

3 Report Implications

3.1 Resource

There are no resource implications arising from the Report other than the time officers will need to prepare the various submissions to the Audit Committee.

3.2 Risk

The reporting calendar provides a mechanism for Audit Committee members to track expected reports and therefore reduces the risk of non delivery. It also reduces the risk an excessive number of reports being presented to a single meeting.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

3.4 Key Priorities within the Single Midlothian Plan

This report does not relate directly to the key priorities within the Single Midlothian Plan.

3.5 Impact on Performance and Outcomes

The report identifies the Reports that are expected to be delivered to the Audit Committee and provides a mechanism for Committee members to measure performance and outcomes.

3.6 Adopting a Preventative Approach

The reporting calendar reduces the likelihood of Officers failing to provide reports to the appropriate Audit committee.

3.7 Involving Communities and Other Stakeholders

The Reporting calendar was discussed with the Chief Executive, Chair of the Audit Committee, External Audit, and other relevant Council officers.

3.8 Ensuring Equalities

There are no equalities issues with regard to this report.

3.9 Supporting Sustainable Development

There are no sustainability issues with regard to this report.

3.10 IT Issues

There are no IT issues with regard to this report.

4 Recommendations

The Audit Committee is invited to:

- review and approve the Audit Committee Reporting Calendar. .

Date 01/07/2014

Report Contacts:

Graham Herbert Tel No 0131 271 3517

Graham.Herbert@midlothian.gov.uk

Appendices:

Appendix 1 – Annual Reporting Calendar.

Declaration Box

Instructions: This box must be completed by the author of the report. The box will be copied and saved by the Council Secretariat who will delete it from the report prior to photocopying the agenda.

Title of Report: Reporting Calendar

Meeting Presented to: Audit Committee

Author of Report: Graham Herbert

I confirm that I have undertaken the following actions before submitting this report to the Council Secretariat (Check boxes to confirm):-

- All resource implications have been addressed. Any financial and HR implications have been approved by the Head of Finance and Human Resources.*
- All risk implications have been addressed.*
- All other report implications have been addressed.*
- My Director has endorsed the report for submission to the Council Secretariat.*

For Cabinet reports, please advise the Council Secretariat if the report has an education interest. This will allow the report to be located on the Cabinet agenda among the items in which the Religious Representatives are entitled to participate.

Likewise, please advise the Council Secretariat if any report for Midlothian Council has an education interest. The Religious Representatives are currently entitled to attend meetings of the Council in a non-voting observer capacity, but with the right to speak (but not vote) on any education matter under consideration, subject always to observing the authority of the Chair.