

AUDIT & GOVERNANCE COMMITTEE

Thursday, 12 January 2016

CURRENT POSITION OF THE WORK PROGRAMME (REP1419)

EXECUTIVE SUMMARY

1. At its meeting on 16 March 2016 the Committee approved its work programme for 2016/17, which reflects the Terms of Reference of the Committee set out in the Council's Constitution. The work programme shows proposed timings for the individual reports planned for the year.
2. When approving the work programme Members noted that it was a live document and may be subject to change over the coming year.
3. The current position of the Committee's work programme is provided at each meeting of the Committee, and the work programme as it currently stands is set out at Appendix A to this report for Members' information

Is the report Open or Exempt?	Open
Wards Affected:	All
Chairman of the Committee:	Councillor S Woods
Cabinet Member:	Councillor M Barnard Cabinet Member for Resources & Welfare Reforms
Supporting Officer:	Mrs Siobhan Martin Head of Internal Audit 01502 523285 siobhan.martin@eastsoffolk.gov.uk

1 INTRODUCTION

- 1.1 At its meeting on 16 March 2016 the Committee approved its work programme for 2016/17, which reflects the Terms of Reference of the Committee set out in the Council's Constitution. The work programme shows proposed timings for the individual reports planned for the year.
- 1.2 The current position of the Committee's work programme is provided at each meeting of the Committee, and the work programme as it currently stands is set out at Appendix A to this report for Members' information

2 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 2.1 The work programme is based around the Committee's Terms of Reference as set out in the Council's Constitution.

3 HOW DOES THIS RELATE TO EAST SUFFOLK BUSINESS PLAN?

- 3.1 The Committee's work programme supports the Vision and Critical Success Factors set out in the East Suffolk Business Plan, with particular emphasis on Resources.

4 CONSULTATION

- 4.1 Annual consultation with the Council's Finance and Audit Teams ensures the Work Programme fulfils the Committee's Terms of Reference as set out in the Council's Constitution. The Work Programme is then approved by the Committee in March each year, and reviewed at each meeting to ensure it remains a live document.

5 OTHER OPTIONS CONSIDERED

- 5.1 It is good practice for the Committee to be involved in the setting of its annual work programme, and to review it quarterly, and therefore the option of not having a work programme to guide the Committee's quarterly meeting cycle was not considered.

6 REASON FOR RECOMMENDATION

- 6.1 To provide the Committee with an opportunity to review its work programme for 2016/17.

RECOMMENDATION

That the Audit & Governance Committee's Work Programme for 2016/17 be noted and reviewed if necessary.

APPENDICES

Appendix A	Audit & Governance Committee Current Work Programme 2016/17
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BACKGROUND PAPERS

None.

Appendix A

AUDIT & GOVERNANCE COMMITTEE WORK PROGRAMME FOR 2016/17

Yellow highlighting – joint consideration with or at
Overview & Scrutiny Committee

Date	Report Description	Officer
20 June 2016 – O&S Members attend for AGS	<ul style="list-style-type: none"> • Draft Annual Governance Statement (OS attend) (REP1390) • External Audit Fee Letter 2016/17 (REP1391) circulated by email • Code of Corporate Governance Review (REP1392) • Annual Internal Audit Report 2015-16 (REP1393) • ICT Strategy (REP1376) • Standards Review, including Declarations of Gifts/Hospitality, Complaints and Suffolk Code of Conduct (REP1394) • Questions by Members and Notices of Motion at Full Council (REP1262) • Current Position of the Work Programme (REP1395) • Corporate Fraud Annual Report (REP1433) Exempt • Risk Based Verification Policy (REP1396) Exempt 	<ul style="list-style-type: none"> • HJ/ST • ST • SM • SM • ACarey • AC • AC • AS • SM • SM
Thursday 15 September 2016	<ul style="list-style-type: none"> • Audit Results Report (REP 1405) • Appointment of External Auditors (REP1461) • Audited Statement of Accounts 2015-16 (REP1406) • Annual Governance Statement 2015-16 (REP1407) • Corporate Risk Management Update (REP1408) • Treasury Management Outturn Report 2015-16 and Mid-Year Report 2016-17 (REP1335) • Business Continuity (REP1375) • Whistleblowing Policy (REP1253) • Anti-Fraud & Corruption Strategy (REP1254) • Internal Audit Charter (REP1462) • Current Position of the Work Programme (REP1410) 	<ul style="list-style-type: none"> • HJ/E&Y • ST • HJ • HJ • ST • HJ • P Gore • SM • SM • SM • AS
6 Oct 2016 – O&S Meeting	<ul style="list-style-type: none"> • Medium Term Financial Strategy <p style="text-align: center;">MEETING CANCELLED</p>	
1 Dec 2016 – O&S Meeting	<ul style="list-style-type: none"> • Medium Term Financial Strategy <p style="text-align: center;">Audit & Governance Committee Members invited to attend</p>	
5 Jan 2016 – O&S Meeting	<ul style="list-style-type: none"> • Annual Progress Report from Waveney Norse • Annual Partnership Report from Sentinel Leisure Trust <p style="text-align: center;">Audit & Governance Committee Members invited to attend</p>	
12 January 2017 – O&S Members attend for HRA and Capital Programme	<ul style="list-style-type: none"> • Housing Revenue Account Budget (OS attend) (REP1340) • Capital Programme 2017/18 – 2020/21 (OS attend) (REP1339) • Annual Audit Letter (REP1523) • Progress Against the Internal Audit Plan 2016-17 (REP1414) • Internal Audit Status of Recommendations (REP1415) • Corporate Risk Management Update (if required) (REP1416) (little change since last report so not required) • Treasury Mgement & Investment Strategy 2017-18 (REP1338) • Amendments to the Constitution (if needed) (REP1418) • Current Position of the Work Programme (REP1419) 	<ul style="list-style-type: none"> • HJ/LR • HJ • HJ/E&Y • SM • SM • ST • HJ • AC • AS
9 Feb 2017 - O&S Meeting	<ul style="list-style-type: none"> • Draft General Fund Budget 2017/18 <p style="text-align: center;">Audit & Governance Committee Members invited to attend</p>	
15 March 2017	<ul style="list-style-type: none"> • Audit & Governance Cttee Terms of Reference (REP1409) • Certification of Claims and Returns 2015-16 (REP1413) • Standards Review, including Declarations of Gifts/Hospitality and Complaints (REP1417) • External Audit Plan for 2016/17 (REP1424) • Corporate Risk Management Update (REP1425) • Internal Audit – Annual Plan 2017-18 (REP1426) • Corporate Fraud Service - Business Plan 2017-18 (REP1427) • A&G Committee 2017/18 Work Programme (REP1430) • Amendments to the Constitution (if needed) (REP1431) 	<ul style="list-style-type: none"> • SM • HJ/E&Y • HS • HJ/E&Y • ST • SM • SM • SM • AC