

AUDIT AND ACCOUNTS COMMITTEE FORWARD AGENDA PLAN

MEETING DATE REPORT DEADLINES AND REPORT TITLES	Frequency of report	Corporate/Service Director /external officer responsible	Report author
COMMITTEE DATE 2.00 P.M. THURSDAY 28TH NOVEMBER 2019			
Deadline for reports to be with Democratic Services: Mid-day Friday 15th November			
Safer Recruitment in Schools Update – Tri-Annual update	Tri-annual	Senior Education Adviser	Chris Meddle
Quarterly Report in respect of Consultancy expenditure and Update on Compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR / Procurement	Sarah Haig Martin Cox
Update on the Highway Records Assets (Moved from September)	Six monthly update	Asset Information Manager <i>Highways Service</i>	Mrs Camilla Rhodes (Haggett) <i>Dan Ashman to present</i>
Transformation Fund Update Report Quarter 2	Quarterly	Interim Head of Transformation	Julia Turner
Resources Report	Each Cycle - would always be	Chief Finance Officer	Tom Kelly / Rebecca Barnes

	one that had already been through General Purposes Committee		
Performance Report	Quarterly	Head of Business Intelligence	Tom Barden
Internal Audit Progress Report on progress of Implementation of Management Actions and Internal Audit Plan Update) <i>Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers

COMMITTEE DATE 2.00 P.M. TUESDAY 28TH JANUARY 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th January			
County Farms Tenancy Audit	One off Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Manor Farm Tenancy Investigation (May have a confidential appendix to be confirmed)	One off investigation	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Risk Register Update		LGSS Chief Internal Auditor / Audit and Risk Manager	Chris Malyon / Graham Hughes
Debt Collection Update		LGSS Head of Revenues and Benefits	Robin Bates
Transformation Fund Monitoring Report 3	Quarterly Update	Interim Head of Transformation	Julia Turner
Statement of Accounts Process – Action / Improvement Plan	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer / EY to be confirmed	? / Tom Kelly / Michelle Parker
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) <i>Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon

Quarter 2 Performance Report	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Community Transport Update	Monitoring each meeting	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Rob Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 24TH MARCH 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 11TH March 2020			
FACT, HACT and ESACT Recovery of Monies This may require a separate confidential appendix as it may contains business sensitive information for the Council and other parties	One-off Report	Chief Finance Officer / Service Director Highways and Finance	Chris Malyon / Graham Hughes
Update on the Highway Records Assets – review whether still required	Six monthly update	Asset Information Manager	<i>Camilla Rhodes – Dan Ashman to present</i>
Safer Recruitment in Schools Update –	Tri-annual Termly	Senior Education Adviser	Chris Meddle
Annual Risk Report	Annual Report	Sue Norman Internal Audit	
Quarterly Report in respect of Consultancy expenditure and	Quarterly Report	HR/ Procurement	

compliance with the Policy	requested at the November 2018 meeting		
Estates and Building Maintenance Inspection Programme Update a year on update on the 5 year rolling inspections of property assets which would also now include schools	One off Annual Report		John Mac Millan
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) <i>Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Community Transport – 12 month on review of the consequences of recommendations on membership following implementation of Membership changes from March 2019	Request from November 2018 Committee	Assistant Director of Culture and Community Services	Christine May
Resources Report	Each Meeting	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	? / Tom Kelly / Michelle Parker
Transformation Fund Monitoring Report	Quarterly Update	Interim Head of Transformation	Julia Turner
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers

		briefing	
COMMITTEE DATE 2.00 P.M. TUESDAY 2nd JUNE 2020			
Deadline for reports to be with Democratic Services: Mid-day Thursday 21st May 2020			
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	? / Tom Kelly / Michelle Parker
Section 106 Update Report	Annual	Deputy Section 151 Officer	Tom Kelly
Performance Report Quarter 3	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same day	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Chris Meddle

Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) <i>Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 16th June 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 3rd June 2020			
Annual Whistle Blowing Report	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Draft Accounts 2019-2020		Head of Finance	? / Martin Savage / Tracy Pegram
Annual Governance Statement	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Internal Audit Annual Report	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit /	Duncan Wilkinson / Ro

		Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Sanderson Cllr Shellens / Cllr Rogers
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COMMITTEE DATE 2.00 P.M. THURSDAY 30th JULY 2020			
Deadline for reports to be with Democratic Services: Mid-day Friday 17th July 2020			
Final Accounts		Head of Finance and Deputy Section 151 Officer	? / Tom Kelly / Michelle Parker
Performance Report Quarter 3	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same day	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) <i>Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon

	accounts (June)		
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 22nd SEPTEMBER 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 9th September 2020			
Performance Report	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same day	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting other than the meeting when the IA Annual Audit Plan Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Relevant officers to attend the Committee to be invited by			

Head of Internal Audit where management actions have gone beyond the next agreed target date	(March) is received or the special meeting to consider the draft accounts (June)		
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 24th November 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 11th November 2020			
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	? / Tom Kelly / Michelle Parker
Performance Report Quarter 1	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same day	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig

Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Chris Meddle
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 26th January 2021			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 13th January 2021			
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	? / Tom Kelly / Michelle Parker
Performance Report Quarter 2	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same	Chief Finance Officer	Tom Kelly / Rebecca Barnes

	day		
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Chris Meddle
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 23rd March 2021			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 10th March 2021			
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	? / Tom Kelly / Michelle Parker
Resources Report	Each Cycle - would always be one that had	Chief Finance Officer	Tom Kelly / Rebecca Barnes

	already been through General Purposes Committee or was going the same day		
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Chris Meddle
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) Relevant officers to attend the Committee to be invited by Head of Internal Audit where management actions have gone beyond the next agreed target date	Each meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 1st JUNE 2021			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 19th May 2020			
Statement of Accounts Process – Action Plan Update	Monitoring each	Head of Finance and	? / Tom Kelly / Michelle

	meeting	Deputy Section 151 Officer	Parker
Section 106 Update Report	Annual	Deputy Section 151 Officer	Tom Kelly
Performance Report Quarter 3	Quarterly	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same day	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Chris Meddle
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Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers

		Chairman in a Chairman briefing	
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REPORTS TO BE PROGRAMMED

BDO External Audit Final report on investigations into challenges to the 2016/17 and 17-18 Accounts		Council's previous External Auditors - BDO	Lisa Clampin
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