

**FORWARD AGENDA PLAN - AUDIT AND ACCOUNTS COMMITTEE**

<b>MEETING DATE REPORT DEADLINES AND REPORT TITLES</b>	<b>Frequency of report</b>	<b>Corporate/Service Director /external officer responsible</b>	<b>Report author</b>
<b>15<sup>th</sup> March 2016</b> <b>Deadline for reports to be with Democratic Services : Mid-day Tuesday 1<sup>st</sup> March 2016</b>			
Cambridgeshire County Council External Audit Plan 2015-16 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	External Audit	BDO LLP	Lisa Clampin, Zoe Thompson and Barry Pryke
The Council's Assurance Framework: Update on Assurances Received	twice a year – (November / March)	Interim Head of Internal Audit	Neil Hunter
Internal Audit Plan 2016/17	Annual to the March meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year – (November and	Interim Head of Internal Audit	Neil Hunter

	March		
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 N Hunter where management actions have gone beyond the next agreed target date</i>	Each meeting	Interim Head of Internal Audit	Neil Hunter
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Cttee	Chief Finance Officer	C Malyon / P Emmett
<b>7<sup>th</sup> June 2016</b> <b>Deadline for reports to be with Democratic Services :</b> <b>Mid-day Tuesday 24<sup>th</sup> MAY 2016</b>			
Training session on Annual Accounts to be held at 1.00p.m. before the meeting	One off		Organised by Iain Jenkins
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Annual Governance Statement	Annual	Interim Head of Internal Audit	Neil Hunter
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Neil Hunter

Annual Internal Audit Report (to be reported on to Council in October)	Annual	Interim Head of Internal Audit	Neil Hunter
Review of Terms of Reference	Once a year	Interim Head of Internal Audit	N Hunter
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / P Emmett
<b>12<sup>th</sup> JULY 2016</b>			
<b>Deadline for reports to be with Democratic Services – Mid-day Tuesday 28<sup>TH</sup> JUNE</b>			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Statement of Accounts: 2015-16	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins
LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Jon Lee /Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Code of Corporate Governance - updated document	Annual	Interim Head of Internal Audit	Neil Hunter

Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress)  <i>Relevant officers to attend the Committee to be invited by Neil Hunter where management actions have gone beyond the next agreed target date</i>	Each meeting except June as this is too close to the July meeting	Interim Head of Internal Audit	Neil Hunter
Audit and Accounts Committee Training Plan	Once a year	Interim Head of Internal Audit	Neil Hunter

<b>20<sup>th</sup> SEPTEMBER 2016</b> <b>Deadline for reports to be with Democratic Services:</b> <b>Mid-day Tuesday 6<sup>th</sup> September</b>			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Safe Recruitment in Schools Update	regular update	Children and Young People	Keith Grimwade /
Accounts: <ul style="list-style-type: none"> <li>Revised Statement of Accounts</li> <li>ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund (to include the approach to be undertaken to identify value for money)</li> </ul>	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant  External Audit BDO LLP	Chris Malyon /Iain Jenkins  Lisa Clampin, Zoe Thompson and Barry Pryke Lisa Clampin, Zoe Thompson and Barry Pryke

--	--	--	--

LGSS Accounts	Annual	Deputy S151 Officer. LGSS	Jon Lee / Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report	Regular	Director, Customer Services and Transformation	Sue Grace / D Thorp

<b>22<sup>nd</sup> NOVEMBER 2016</b> <b>Deadline for reports to be with Democratic Services:</b> <b>Mid-day Tuesday 8<sup>TH</sup> NOVEMBER 2016</b>			
Minutes and Minutes Log Update	Each meeting	<i>Democratic Services</i>	Rob Sanderson
Safe Recruitment in Schools Update	regular update	<i>Children and Young People</i>	Keith Grimwade /
Workforce Strategy and Model Update Report	One off	<i>Human Resources</i>	Martin Cox / Janet Maulder
External Audit - Annual Audit Letter 2014/15 Audit	Annual	<i>External Audit</i>	PWC
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this	<i>Interim Head of Internal Audit</i>	Neil Hunter

	would revert back to twice a year – (November March)		
--	--	--	--

<b>24<sup>th</sup> JANUARY 2017</b> <b>Deadline for reports to be with Democratic Services:</b> <b>Mid-day 102<sup>th</sup> January 2017</b>			
<b>Minute Log</b>	Each meeting	<i>Democratic Services</i>	Rob Sanderson
Annual Certification Report on those charged with Governance (Grants) to include cover sheet with recommendation on what Audit and Accounts Committee should be doing with report	Once a year	<i>BDO LLP External Audit</i>	Lisa Clampin, Zoe Thompson and Barry Pryke BDO LLP
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	<i>Chief Finance Officer</i>	C Malyon / P Emmett
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	<i>Interim Head of Internal Audit</i>	Neil Hunter

Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / N Hunter

<b>21<sup>st</sup> March 2017</b> <b>Deadline for reports to be with Democratic Services :</b> <b>Mid-day Tuesday 7<sup>TH</sup> March 2017</b>			
Cambridgeshire County Council External Audit Plan 2016-17 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	External Audit	BDO LLP	Lisa Clampin, Zoe Thompson and Barry Pryke
The Council's Assurance Framework: Update on Assurances Received	twice a year – (November / March)	Interim Head of Internal Audit	Neil Hunter
Internal Audit Plan 2017/18	Annual to the March meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year – (November and March)	Interim Head of Internal Audit	Neil Hunter
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan	Each meeting	Interim Head of Internal Audit	Neil Hunter

Update)  <i>Relevant officers to attend the Committee to be invited by N Hunter where management actions have gone beyond the next agreed target date</i>			
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Cttee	Chief Finance Officer	C Malyon / P Emmett

### Notes

Risk Management Update reports to March, June, September and January.  
The June report will also be the Annual Risk Management Report

2015/16 cycle will be:

- Jan, following SMT November review of corp risk
- March, following SMT February
- June following SMT May review
- September, following SMT August review

Integrated Resources and Performance Report every cycle except July in 2015 as the meeting is too near the June meeting and General Purposes Committee is later in July.

To be rescheduled

**Update 15th January 2016 – There may need to be further updates to be suggested by officers at the meeting and from members of the Committee**