

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. TUESDAY 25th JULY 2017 Deadline for reports to be with Democratic Services: Mid-day Tuesday 11th July 2017			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Registration of land Purchased for Highways Purposes including details of investigations made into the potential for any land to be classed as surplus with potential sale value.	The December meeting on receiving an initial progress report requested a further update report to the July Committee meeting	Asset Manager Information Highway Asset Management	Camilla Rhodes / Haggett
Safe Recruitment Update	Quarterly basis	Service Director Learning	Keith Grimwade / Sarah Bowman / Chris Meddle
Children's Social Care Case-loads Quarterly Update	Quarterly basis	Service Director Enhanced and Preventative Services	Sarah Ferguson

<p>(Wendi Ogle-Welbourn agreed to the request from the Committee for this information to be provided in a quarterly report due to concerns on Risk 15 - Failure of the Council's Arrangements for Safeguarding Vulnerable Children and Adults - trigger one – reading “Children’s social care case-loads reach unsustainable levels as indicated by the unit case load tool”</p> <p>(The March Committee had requested that the lead officers responsible should be asked to provide quarterly updates to the Committee on children’s social care case-loads to enable the Committee to monitor the potential risk involved.)</p>		(Children)	
Draft Statement of Accounts: 2016-17 (last year for the draft accounts as the 2017-18 set are required to be agreed by end of July 2018)	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
<p>Transformation Fund Update – Update on Baseline in respect of Savings against projects undertaken (originally to be the same Report as one going to GPC)</p> <p>This will now be provided as a briefing Note</p>	One off request	Strategic Finance Manager / Head of Business Intelligence	Tom Kelly / Tom Barden
<p>Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress to include suggestions for the cross cutting review on the processes involved in the multi-agency provision of home care and suggestions on improving a whole systems approach)</p> <p><i>Relevant officers to attend the Committee to be invited by Duncan</i></p>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit

<i>Wilkinson where management actions have gone beyond the next agreed target date</i>			
Integrated Resources and Performance Report	Each Cycle (previously except for the July meeting as when the Committee was in June it was too early)	Chief Finance Officer	C Malyon / Rebecca Bartram S Heywood
Audit and Accounts Committee Training Plan.	Once a year	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor
COMMITTEE DATE 2.00 P.M. TUESDAY 19th SEPTEMBER 2017			
Deadline for reports to be with Democratic Services: Mid-day Tuesday 6th September			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Accounts: <ul style="list-style-type: none"> Revised Statement of Accounts ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund 	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant External Audit BDO LLP	Chris Malyon /Iain Jenkins Lisa Clampin, and Barry Pryke David Eagles

LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Annual Report of the Audit and Accounts Committee (The Chairman / woman presents the report at the same time with other Annual Reports from Service Committees to the Full Council meeting in October)	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor / Mairead Kelly in consultation with the Chairman / woman
Anti-Fraud Leaflet and Poster Annual Review	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor / Mairead Kelly in consultation with the Chairman
Annual Report of the Audit and Accounts Committee (The timetable is for the Chairman / woman to present this report at the same time as other Service Committee Annual Reports to the Full Council meeting in October)	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor / Mairead Kelly in consultation with the Chairman / woman
Internal Audit Progress Report	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly
Children's Social Care Case-loads Quarterly Update (Wendi Ogle-Welbourn agreed to the request from the Committee for this information to be provided in a quarterly report due to	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	Sarah Ferguson

<p>concerns on Risk 15 - Failure of the Council's Arrangements for Safeguarding Vulnerable Children and Adults - with reference to trigger one – reading “Children’s social care case-loads reach unsustainable levels as indicated by the unit case load tool”</p> <p>(The March Committee had requested that the lead officers responsible should be asked to provide quarterly updates to Committee on children’s social care case-loads to enable the Committee to monitor the potential risk involved.)</p>			
Risk Updates Report	Regular	Director, Customer Services and Transformation	Sue Grace / Sue Norman
Resources and Performance Update Report	Each Cycle	Chief Finance Officer	Chris Malyon / Sarah Heywood / Rebecca Bartram
Update on Unspent Section 106 Monies (this might be via e-mail)	Twice a year	Chief Finance Officer	S Heywood

COMMITTEE DATE 2.00P.M. TUESDAY 21ST NOVEMBER 2017 Deadline for reports to be with Democratic Services: Mid-day Tuesday 8TH NOVEMBER 2017			
Minutes and Minutes Log Update	Each meeting	Democratic Services	Rob Sanderson
Safe Recruitment in Schools Update - Safeguarding Review	Regular update	Children and Young People with input from Internal Audit	Keith Grimwade / Chris Meddle / Sara Rogers / Mairead Kelly
Update on Verto and the linked Project Management Processes	Progress Update request from May 2017 meeting	Head of Transformation	Amanda Askham
Report on the outcomes of the FACT investigations. <i>This may get included in the Internal Audit Progress Report</i>	One off	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	T Kelly / Rebecca Bartram

External Audit - Annual Audit Letter 2016/17	Annual	External Audit BDO	BDO Lisa Clampin
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Reviews including whistleblowing/ Section 106 / Community Infrastructure Levy)	Each meeting except June as this is too close to the July meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit
<i>Relevant officers to attend the Committee to be invited by Duncan Wilkinson where management actions have gone beyond the next agreed target date</i>			

COMMITTEE DATE: 2.00 p.m. Tuesday 23rd JANUARY 2018 Deadline for reports to be with Democratic Services: Mid-day Tuesday 9th January 2018			
Minute Log	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
Cambridgeshire Council Workforce Strategy – Update <i>Following the report proposing the Council Workforce Strategy coming to this Committee in May in a draft form the Deputy CE took the decision to pull it from the 6th June General Purposes Committee and therefore the timetable has changed and it is not expected to go to full Council until December. .</i>	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
Children's Social Care Case-loads Quarterly Update (Wendi Ogle-Welbourn agreed to the request from the Committee for this information to be provided in a quarterly report due to	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	Sarah Ferguson

<p>concerns on Risk 15 - Failure of the Council's Arrangements for Safeguarding Vulnerable Children and Adults - with reference to trigger one – reading “Children’s social care case-loads reach unsustainable levels as indicated by the unit case load tool”</p> <p>(The March Committee had requested that the lead officers responsible should be asked to provide quarterly updates to Committee on children’s social care case-loads to enable the Committee to monitor the potential risk involved.)</p>			
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	T Kelly / Rebecca Bartram
<p>Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update and updates in the recommendations including an update on the National Fraud Initiative data matching exercise requested at the May 2017 meeting))</p> <p><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></p>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit

Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / T Barden / S Norman
COMMITTEE DATE: 2.00 P.M. Tuesday 27TH March 2018 Deadline for reports to be with Democratic Services : Mid-day Tuesday 13TH March 2018			
Cambridgeshire County Council External Audit Plan 2017-18 including Pensions Work Plan to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	Annual Report to March meeting	BDO LLP	Lisa Clampin, David Eagles / Barry Pryke
Internal Audit Plan 2018/19	Annual to the March meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
Annual Review of Whistleblowing Policy	annual	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor / Mairead Kelly
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 D</i>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor

<i>Wilkinson 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 Committee / or going to Committee same day	Chief Finance Officer	T Kelly / Rebecca Bartram
Update on Unspent Section 106 Monies (this might be via e-mail)	Twice a year	Chief Finance Officer	S Heywood
Committee Date 2.00 P.M. Tuesday 29th MAY 2018			
Deadline for reports to be with Democratic Services : Mid-day Tuesday 15th May 2018			
Appointment of Chairman / woman and Vice Chairman / woman	Once a year	Democratic Services to add as first item on agenda	Rob Sanderson
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
Children’s Social Care Case-loads Quarterly Update	Quarterly basis	Service Director Enhanced	Sarah Ferguson

<p>(Wendi Ogle-Welbourn agreed to the request from the Committee for this information to be provided in a quarterly report due to concerns on Risk 15 - Failure of the Council's Arrangements for Safeguarding Vulnerable Children and Adults - with reference to trigger one – reading “Children’s social care case-loads reach unsustainable levels as indicated by the unit case load tool”</p> <p>(The March Committee had requested that the lead officers responsible should be asked to provide quarterly updates to Committee on children’s social care case-loads to enable the Committee to monitor the potential risk involved.)</p>		and Preventative Services (Children)	
Draft Statement of Accounts: 2017-18	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins
Annual Report of the Internal Auditor	Annual Report on the Internal Control Environment.	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Draft Annual Governance Statement	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
Annual Review of Whistle Blowing	The May 2017	LGSS Chief Internal	Duncan Wilkinson

	Committee requested a short annual report to identify any patterns of concern.	Auditor	LGSS Chief Internal Auditor / Mairead Kelly
Review of Terms of Reference	Once a year	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Integrated Resources and Performance Report	Each Cycle (Except July)	Chief Finance Officer	T Kelly / Rebecca Bartram
COMMITTEE DATE 2.00 P.M. TUESDAY 25th JULY 2018 Deadline for reports to be with Democratic Services : Mid-day Tuesday 11th July 2018			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
2018-19 Fee Letter 2018/19 Pension Fund Fee Letter	Annual	External Audit	Barry Pryke / David Eagles
Pension Fund External Audit Plan	Annual	External Audit	David Eagles
Statement of Accounts: 2017-18	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins

LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Code of Corporate Governance - updated document	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Transformation Fund Update – Savings Update against projects undertaken	One off request	Strategic Finance Manager / Head of Business Intelligence	Tom Kelly / Tom Barden
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 Duncan Wilkinson where management actions have gone beyond the next agreed target date</i>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Audit and Accounts Committee Training Plan.	Once a year	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor

Notes

Risk Management Update reports would normally now go to the March, May (Annual Report), September and January. Due to changes in the proposed reporting for 2017 the May report was been deferred to July

2016/17 cycle was as follows:

- 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 as the meeting is too near the June meeting and General Purposes Committee is later in July and would always be one that had already been through General Purposes Committee or was going to General Purposes Committee in advance of this Committee as the appropriate decision making Committee

Update 17th July 2017