

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 (In advance of the Committee there will be a formal private meeting of one an hours duration between the Audit and Accounts Committee and the Chief Internal Auditor. Meeting room to be confirmed by Democratic Services nearer the date of the meeting). Deadline for reports to be with Democratic Services : Mid-day Tuesday 11th July 2017			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Safe Recruitment Update	Quarterly basis	Service Director Learning	Keith Grimwade / Sarah Bowman / Chris Meddle / Mairead Kelly
Children's Social Care Case-loads Quarterly Update	Quarterly basis	Service Director Enhanced and Preventative Services (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

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
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
Transformation Fund Update – Savings Update against projects undertaken	One off request	Strategic Finance Manager / Head of Business Intelligence	Tom Kelly / Tom Barden D Barden
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) <i>Note this has been scheduled early as for the last two years the Chairman had been unhappy with the report which has been received at the September Committee meetings requiring a re-write coming back to the November Committee and resulting in the final version having to go to a later Council meeting than all the other Committee Annual Reports)</i>	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor / Mairead Kelly in consultation with the Chairman / woman
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress)	Each 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>			
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
Annual Report to Council	Once a year presented to the October full council meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor

Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update <i>Note: The Workforce Strategy was originally scheduled for the May Audit and Accounts Committee meeting at the request of the Chairman on the basis that it was going to General Purposes Committee on 21st March and Full Council on 28th March. It has now been rescheduled for the 6th June and 28th July meetings and has therefore been re-scheduled for the September Committee meeting.</i>	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
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
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
Internal Audit Progress Report	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly
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
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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
Report on the outcomes of the FACT investigations.	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	Chief Finance Officer	T Kelly / Rebecca Bartram

	one that had already been through General Purposes Committee		
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 Progress, Galileo and whistleblowing and the outstanding library till issue) <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 except June as this is too close to the July meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit

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
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
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update and updates in the recommendations reported to the July Committee meeting on Information Security and Social Care IT System and an update on the Domiciliary care audit) <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	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	Annual Report to March meeting	BDO LLP	Lisa Clampin, David Eagles / Barry Pryke

recommendations on what Auditors wish the Audit and Accounts Committee to agree			
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
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 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
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
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
Review of Terms of Reference	Once a year	LGSS Chief Internal	Duncan Wilkinson

		Auditor	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 o March, May (Annual Report), September and January. Due to changes in the proposed reporting for 2017 the May report has 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 18th May 2017