

AUDIT AND ACCOUNTS COMMITTEE FORWARD AGENDA PLAN

Note: A further special meeting is likely to need to be arranged in late June / early July regarding the independent review of Community Transport

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 29th MAY 2018			
Deadline for reports to be with Democratic Services : Mid-day Tuesday 15th May 2018			
Appointment of Chairman Vice Chairman	Once a year	Democratic Services to add as first item on agenda	Rob Sanderson
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Children's Social Care Case-loads Update <i>(Note there was a request that lines on graphs in future should be in a format which would be distinguishable when printed in black and white. (e.g. using different symbols on different lines).</i>	Quarterly basis	Assistant Director of Children's and Family Services Service Director Enhanced and Preventative Services (Children)	SJ Smedmor / Lou Williams / Tracey Boyce

Update on Progress on registration of land Purchased for Highways Purposes	Six month update	Asset Information Searches Manager	Daniel Ashman,
Transformation Fund Update (Note: Moved from March meeting as General Purposes Committee (GPC) is considering it same day in March. As it is a report primarily for GPC it has been agreed with the Section 151 Officer and the Leader that they should receive it first and agree any necessary changes before it goes to another Committee primarily receiving it for information).	update	Head of Transformation	Amanda Askham
Anti-Fraud Poster – Previous request for an Annual Review <i>Note: Moved from March meeting. This was something that the Chairman was previously closely involved with and is to be dealt with outside of the meeting.</i>	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor / Mairead Kelly in consultation with the Chairman
Annual Review of Whistleblowing Policy <i>Note: moved from March meeting as nothing of substance to report as while Whistleblowing posters have been produced and put up at Council offices Internal Audit are still awaiting for both Transformation and Communications teams to co-ordinate the rest of the publicity around the new Policy.</i>	annual	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor / Mairead Kelly

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
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	Chief Finance Officer	T Kelly / Rebecca Barnes
COMMITTEE DATE: 2.00 P.M. Tuesday 12th June 2018 Deadline for reports to be with Democratic Services : Mid-day Thursday 31st May 2018			
Draft Statement of Accounts: 2017-18	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Jon Lee / Martin Savage
Short Update on the outcomes from the report 'Transforming Outcomes for Children's Care' scheduled to be considered by Children and Young People Committee in May.	One off	Service Director Children and Safeguarding	Lou Williams
COMMITTEE DATE 2.00 P.M. MONDAY 30TH JULY 2018 (Room moved to Room 128) Deadline for reports to be with Democratic Services:			

Mid-day 17th July 2018			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Accounts reports			
<ul style="list-style-type: none"> ISA 260 Report and Letter of Representation and 		External Audit BDO LLP	Lisa Clampin, and Barry Pryke
<ul style="list-style-type: none"> ISA 260 Report – Pension Fund 		External Audit BDO LLP	David Eagles
Final Statement of Accounts: 2017-18	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Jon Lee / Martin Savage
Code of Corporate Governance - updated document	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
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 Chief Internal Auditor
<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>			
Audit and Accounts Committee Training Plan.	Once a year	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Safe Recruitment Update	Quarterly basis	Service Director Learning	
Internal Audit Progress Report	Each meeting	LGSS Chief Internal	D Wilkinson

<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>		Auditor	
Integrated Resources and Performance Report including Corporate Risk Updates		Chief Finance Officer	Tom Kelly
COMMITTEE DATE 2.00 P.M. THURSDAY 20th SEPTEMBER 2018			
Deadline for reports to be with Democratic Services: Mid-day Thursday 6TH September			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
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
Outstanding Debt – Debt Monitoring Report – To receive the same report that was going forward to the General Purposes Committee This has moved from May Committee to be in line with the GP Committee report	One off update to check progress	Chief Finance Officer	T Kelly / Chris Law
Children's Social Care Case-loads Update	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	Sarah-Jane Smedmor / Tracey Boyce
Internal Audit Progress Report	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly
Resources and Performance Update Report including Risk Updates	Each Cycle	Chief Finance Officer /	Tom Kelly / Rebecca

		Head of Business Intelligence	Barnes / Tom Barden
Update on Unspent Section 106 Monies	Twice a year (agreed via e-mail)	Chief Finance Officer	S Heywood
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
COMMITTEE DATE 2.00 P.M. THURSDAY 22nd NOVEMBER 2018			
Deadline for reports to be with Democratic Services: Mid-day Friday 9th November			
Progress Update on Music Service Recruitment – This might be by way of an email to the Committee	One off	Head of Music Service	Matthew Gunn
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 Barnes
Safer Recruitment in Schools Update	Quarterly	Senior Education Adviser	Chris Meddle
Cambridgeshire Council Workforce Strategy – Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
Internal Audit Progress Report (Including Progress of	Each meeting	LGSS Chief Internal	Duncan Wilkinson

<p>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>		Auditor	LGSS Head of Internal Audit
COMMITTEE DATE 2.00 P.M. THURSDAY 24th JANUARY 2019			
Deadline for reports to be with Democratic Services: Mid-day Friday 11TH January			
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 Barnes
<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

COMMITTEE DATE 2.00 P.M. THURSDAY 28TH MARCH 2019			
Deadline for reports to be with Democratic Services: Mid-day Friday 15th March			
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 Barnes
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)) <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

Update 18th May 2018