

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

<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>COMMITTEE DATE 2.00 P.M. TUESDAY 24<sup>TH</sup> SEPTEMBER 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Wednesday 11<sup>th</sup> September</b>			
<b>ISA 260 Council Accounts</b>	Annual	EY External Auditor Lead	Mark Hodgson
<b>Council Accounts</b>	Annual	Head of Finance and Deputy Section 151 Officer	Jon Lee / Martin Savage / Michelle Parker
<b>Annual Committee Report for Council</b>	Annual	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
<b>Update on the Highway Records Assets</b>	Six monthly update	Asset Information Manager <i>Highways Service</i>	<b>Mrs Camilla Rhodes (Haggett) <i>Dan Ashman to present</i></b>
<b>Internal Audit Progress Report</b> Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting other than the meeting when the IA Annual Audit	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon

<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>	Plan Report (May) is received or the special meeting to consider the draft accounts (June)		
<b>Community Transport Update which may include as separate Reports:</b> <ul style="list-style-type: none"> <li>• PKF Report - State Aid</li> </ul>	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon	
<b>Integrated Resources and Performance Report</b>	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<b>Statement of Accounts Process – Action Plan Update</b>	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
<b>Manor Farm Tenancy Investigation</b>	One off investigation	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
<b>COMMITTEE DATE 2.00 P.M. THURSDAY 28<sup>TH</sup> NOVEMBER 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Friday 15<sup>th</sup> November</b>			
<b>Safer Recruitment in Schools Update – Tri-Annual update</b>	Tri-annual	Senior Education Adviser	Chris Meddle
<b>Brexit Update</b>	One off		Adrian Chapman Jane

			Heath Kevin Hctor
<b>Quarterly Report in respect of Consultancy expenditure and Update on Compliance with the Policy</b>	Quarterly Report requested at the November 2018 meeting	HR / Procurement	Sarah Haig Martin Cox
<b>Internal Audit Progress Report</b> 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
<b>Integrated Resources and Performance Report</b>	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<b>Statement of Accounts Process – Action Plan Update</b>	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 28<sup>TH</sup> JANUARY 2020</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Wednesday 15<sup>th</sup> January</b>			

<b>Debt Collection Update</b>		LGSS Head of Revenues and Benefits	Robin Bates
<b>Internal Audit Progress Report</b> 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
			Sarah Haig
<b>Integrated Resources and Performance Report</b>	Each Cycle	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 24<sup>TH</sup> MARCH 2020</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Wednesday 11<sup>TH</sup> March 2020</b>			
<b>Update on the Highway Records Assets – review whether still required</b>	Six monthly update	Asset Information Manager	<i>Camilla Rhodes – Dan Ashman to present</i>
<b>Safer Recruitment in Schools Update –</b>	Tri-annual Termly	Senior Education Adviser	Chris Meddle
<b>Annual Risk Report</b>	Annual Report	Sue Norman Internal Audit	
<b>Quarterly Report in respect of Consultancy expenditure and compliance with the Policy</b>	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	
<b>Estates and Building Maintenance Inspection Programme</b>	Annual Report	John Mac Millan	

<b>Update</b>			
<b>Internal Audit Progress Report</b> 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
<b>Community Transport – 12 month on review of the consequences of recommendations on membership following implementation of Membership changes from March 2019</b>	Request from November 2018 Committee	Assistant Director of Culture and Community Services	Christine May
<b>Integrated Resources and Performance Report</b>	Each Meeting	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<b>Statement of Accounts Process – Action Plan Update</b>	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
<b>Transformation Fund Monitoring Report</b>	Quarterly Update		Julia Turner
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 2nd JUNE 2020</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Thursday 21<sup>st</sup> May 2020</b>			
<b>Statement of Accounts Process – Action Plan Update</b>	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
<b>Section 106 Update Report</b>	Annual	Deputy Section 151 Officer	Tom Kelly

<b>Quarterly Report in respect of Consultancy expenditure and compliance with the Policy</b>	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
<b>Safer Recruitment in Schools Update</b>	Tri-annual Termly	Senior Education Adviser	Chris Meddle
<b>Internal Audit Progress Report</b> 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
<b>Integrated Resources and Performance Report</b>	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
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 16<sup>th</sup> June 2020</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Wednesday 3<sup>rd</sup> June 2020</b>			

<b>Annual Whistle Blowing Report</b>	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	
<b>Draft Accounts 2019-2020</b>			<b>Jon Lee / Martin Savage / Tracy Pegram</b>
<b>Annual Governance Statement</b>	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	
<b>Internal Audit Annual Report</b> Including	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	

## **REPORTS TO BE PROGRAMMED**

<b>BDO External Audit Final report on investigations into challenges to the 2016/17 and 17-18 Accounts</b>		Council's previous External Auditors - BDO	Lisa Clampin
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**Update 23rd<sup>h</sup> July 2019**