

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. 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 • ISA 260 Report and Letter of Representation and • ISA 260 Report – Pension Fund		External Audit BDO LLP External Audit BDO LLP	Lisa Clampin, and Barry Pryke David Eagles
Final Statement of Accounts: 2017-18	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Jon Lee / Martin Savage
Annual Risk Management Report	Annual	Head of Business Intelligence	Tom Barden
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal

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>			Auditor
Transformation Fund Update Report (to include relevant minutes from General Purposes Committee if available)	Quarterly	Transformation Manager	Julia Turner
Audit and Accounts Committee Training Plan.	Once a year	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Safe Recruitment Update	Quarterly basis	Senior Education Advisor	Chris Meddle
Integrated Resources and Performance Report including Corporate Risk Updates		Chief Finance Officer	Tom Kelly
SPECIAL COMMITTEE DATE 9 .30 A.M. Tuesday 31st July Deadline for reports Wednesday 18th July		.	
Cover Report to Independent Review of Community Transport	One off	Chief Internal Auditor, Chief Executive, Acting Monitoring Officer / Democratic Services Manager	Duncan Wilkinson / Gillian Beasley / Fiona Mc Millan /Michelle Rowe
Report from PKF	One Off	PKF	
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 to a later meeting to be in line with the report first going to General Purposes Committee. The Audit and Accounts Committee in May requested that Bob Outram attend to be able to answer questions.	One off update to check progress	Chief Finance Officer	T Kelly / Bob Outram
Children's Social Care Case-loads Update	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	Sarah-Jane Smedmor / Tracey Boyce
Revised Whistle Blowing Policy Report (Any changes will require to be referred on to Constitution and Ethics Committee)	One off	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly / Neil Hunter
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 / Head of Business Intelligence	Tom Kelly / Rebecca Barnes / Tom Barden
Update on Unspent Section 106 Monies	Twice a year (agreed via e-	Chief Finance Officer	S Heywood

	mail)		
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
Transformation Fund Update Report	Quarterly	Transformation Manager	Julia Turner
Internal Audit Report on Capital overspends to include a presentation (as agreed at the 22 nd June Committee meeting)			
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal

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>			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
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

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
Transformation Fund Update Report	Quarterly	Transformation Manager	Julia Turner
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

Social Care Case-loads – Review of effectiveness of measures agreed at the May 2018 Children’s Committee to be programmed for September 2019 – Author Sarah-Jane Smedmor

Training Plan to be scheduled for July 2019

Update 29th June 2018