

AUDIT AND ACCOUNTS COMMITTEE AGENDA PLAN

MEETING DATE REPORT DEADLINES AND REPORT TITLES	Frequency of report	Corporate/Service Director /external officer responsible	Report author
10 JUNE 2014 Deadline for reports: 11.30 a.m. Wednesday 28th May 2014			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Short Report on progress update detailing the changes being made to the hospital discharge policy model to improve effectiveness	One off request	Head of Service Development CFA	R O'Driscoll
Internal Audit Charter including Measuring Compliance with Public Sector Internal Audit Standards		Head of Audit and Risk Management	J Idle
Annual Governance Statement	Annual	Head of Audit and Risk Management	J Idle
Annual Risk Management Report		Corporate Risk Manager	J Davies
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes	Section 151 Officer	C Malyon / P Emmett

	Committee (previously Cabinet)		
15th JULY 2014 Deadline for reports: 11.30 a.m. Wednesday 2nd July 2014			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Statement of Accounts:	Annual	LGSS Section 151 Officer, LGSS Deputy Head of Corporate Finance and Business Intelligence	Chris Malyon / Chris Yates
Code of Corporate Governance - updated document	Annual	Head of Audit and Risk Management / LGSS Director of Legal Services	J Idle / Q Baker
Integrated Resources and Performance Report	Each meeting would always be one that had already been through General Purposes Committee	Section 151 Officer	C Malyon / P Emmett
		Head of Audit and Risk Management	J Idle

Internal Audit Annual Report (Providing Annual Assurance) 2013/14	Annual	Head of Audit and Risk Management	J Idle
23rd SEPTEMBER 2014 Deadline for reports: 11.30 a.m. Thursday 11th September 2014			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Update report - progress by BT in terms of providing the infrastructure as part of the Contract, and the improved connectivity gained in areas covered by the roll out, in terms of both the increased take up of the service and the improvement in speeds;	One off	Connecting Cambridgeshire Programme Director	Noelle Godfrey
Minute Log Update (to include Update on Fixed Asset Accounting Update to confirm that Indexation analysis had been carried out by 30 th June Deadline. Also update on performance General Ledger to ensure Historic balances had been written off (Issue raised by External Audit in both 2011/12 and 2012/13)	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	LGSS Section 151 Officer, LGSS Deputy Head of Corporate Finance and Business Intelligence PWC	Chris Malyon / Ian Smith / Chris Yates Julian Rickett / Charlotte Kennedy
Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <i>Relevant officers to attend the Committee to be invited by Steve Tinkler where management actions have gone beyond the next agreed target date</i>	Internal Audit Report on the Progress of Implementation of Management Actions – normally twice a year /	Head of Audit and Risk Management	J Idle
Risk Updates Report		Head of Audit and Risk Management	J Idle / J Davies?
25th NOVEMBER 2014 Deadline for reports: 11.30 a.m. Friday 7th March 2014			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
External Audit - Annual Audit Letter 2013/14 Audit	Annual	PWC	Julian Rickett / Charlotte Kennedy (PWC)
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year –(November March)	Head of Audit and Risk Management	J Idle

Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <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	Head of Audit and Risk Management	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Section 151 Officer	C Malyon / P Emmett
20th JANUARY 2015 Deadline for reports: 10 .30 a.m. Wednesday 7th January 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire County Council External Audit Plan 2014-15 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	External Audit PWC	Julian Rickett / Charlotte Kennedy (PWC)	Charlotte Kennedy (PWC)
Annual Certification Report on those charged with Governance (Grants) to include cover sheet with recommendation on what Audit and Accounts Committee should be doing with report	Once a year	Julian Rickett / Charlotte Kennedy (PWC)	Charlotte Kennedy
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Section 151 Officer	C Malyon / P Emmett

Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <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>	Internal Audit Report on the Progress of Implementation of Management Actions	Head of Audit and Risk Management	J Idle / John Davies
Risk Updates Report		Corporate Risk Manager	J Davies
17TH MARCH 2015			
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year –(November March)	Head of Audit and Risk Management	J Idle
Internal Audit Plan 2014/15	Annual	Head of Audit and Risk Management	J Idle
Risk Updates Report		Corporate Risk Manager	?
Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <i>Relevant officers to attend the Committee to be invited by Steve Tinkler where management actions have gone beyond the next agreed target date</i>	Internal Audit Report on the Progress of Implementation of Management Actions	Head of Audit and Risk Management	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes	Section 151 Officer	C Malyon / P Emmett

	Committee		
JUNE 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Annual Governance Statement	Annual	Head of Audit and Risk Management	J Idle
Annual Risk Management Report		Corporate Risk Manager	J Davies
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Section 151 Officer	C Malyon / P Emmett

Notes

Risk Management Update reports to March, June, September and January.
The June report will also be the Annual The Annual Risk Management Report

2014 cycle will be:

- Jan, following SMT November review of corp risk
- March, following SMT February

- July, following SMT May review
- September, following SMT August review

Update 19th May 2014 – There may need to be further updates to be suggested by officers at the meeting