

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
12th JULY 2016			
Deadline for reports to be with Democratic Services – Mid-day Tuesday 28TH JUNE			
Training Session on Risk to be held at 12 noon Room 128	One off		C Malyon/ N Hunter / S Norman
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Workforce Strategy and Model Update	each meeting until Strategy in place	Head of HR	M Cox
Pension Fund 2015-16	Annual	External Audit	David Eagles
2016-17 Fee Letter	Annual	External Audit	David Eagles

Draft Statement of Accounts: 2015-16	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 Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Cambridge Library Enterprise Centre Review (CLEC) Update on Action Plan Progress to date	Each meeting until completion	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
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 Neil Hunter 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 Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Audit and Accounts Committee Training Plan	Once a year	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

20th SEPTEMBER 2016 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 Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Safe Recruitment in Schools Update	regular update	Children and Young People	Keith Grimwade /
Accounts: <ul style="list-style-type: none"> Revised Statement of Accounts ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund (to include the approach to be undertaken to identify value for money) 	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant External Audit BDO LLP	Chris Malyon /Iain Jenkins Lisa Clampin, Zoe Thompson and Barry Pryke Lisa Clampin, Zoe Thompson and Barry Pryke
LGSS Accounts	Annual	Deputy S151 Officer. LGSS	Jon Lee / Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

Risk Updates Report	Regular	Director, Customer Services and Transformation	Sue Grace / Sue Norman
---------------------	---------	--	------------------------

22nd NOVEMBER 2016 Deadline for reports to be with Democratic Services: Mid-day Tuesday 8TH NOVEMBER 2016			
Minutes and Minutes Log Update	Each meeting	<i>Democratic Services</i>	Rob Sanderson
Safe Recruitment in Schools Update	regular update	<i>Children and Young People</i>	Keith Grimwade /
Workforce Strategy and Model Update Report	One off	<i>Human Resources – Head of People</i>	Martin Cox /Janet Maulder
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / Rebecca Bartram
External Audit - Annual Audit Letter 2015/16 Audit	Annual	External Audit	BDO
ISA 260 Update Report - six month progress update on the 18 month project to register all 6,000 parcels of land purchased for highways schemes with the Land Registry.	One off	Deputy Section 151 Officer	Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS

24th JANUARY 2017 Deadline for reports to be with Democratic Services: Mid-day 102th January 2017			
Minute Log	Each meeting	Democratic Services	Rob Sanderson
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / Rebecca Bartram
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 Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / N Hunter
21st March 2017 Deadline for reports to be with Democratic Services : Mid-day Tuesday 7TH March 2017			
Cambridgeshire County Council External Audit Plan 2016-17 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	Annual Report to March meeting	BDO LLP	Lisa Clampin, Zoe Thompson and Barry Pryke
Internal Audit Plan 2017/18	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
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 N Hunter where management actions have gone beyond the next agreed target date</i>	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through	Chief Finance Officer	C Malyon / Rebecca Bartram

	General Purposes Committee		
JUNE 2017			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Annual Governance Statement	Annual	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Cambridge Library Enterprise Centre Review (CLEC) Update on Action Plan Progress to date	Each meeting until completion	Interim Head of Internal Audit	Neil Hunter
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Neil Hunter
Annual Internal Audit Report (to be reported on to Council in October)	Annual	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Review of Terms of Reference	Once a year	Interim Head of Internal Audit	N Hunter
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / Rebecca Bartram

Notes

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

2016/17 cycle will be:

- 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.

To be rescheduled

Update 8th July 2016