

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 2.00P.M. TUESDAY 21ST NOVEMBER 2017 Deadline for reports to be with Democratic Services: Mid-day Tuesday 8TH NOVEMBER 2017			
Minutes and Minutes Log Update	Each meeting	Democratic Services	Rob Sanderson
Safe Recruitment in Schools Update - Safeguarding Review	Regular update	Children and Young People	Keith Grimwade / Chris Meddle / Sara Rogers / Mairead Kelly
Update report on Music Service			
Registration of land Purchased for Highways Purposes progress Report including details of any revised timetable	Request having received a further update report to the July Committee meeting	Asset Manager Information Highway Asset Management	Daniel Ashman
Transformation Team Update on Benefits Realisation – savings	Request From	Head of Transformation	Amanda Askham

against Projects undertaken – can be same report as any going forward to GPC	July meeting		
Update on Verto and the linked Project Management Processes	Progress Update request from May 2017 meeting	Head of Transformation	Amanda Askham
Report on the outcomes of the FACT investigations. Confirmation if this is too early and whether if it can come to this meeting as a major report, other reports scheduled for this meeting should either go to a new meeting to be arranged in October or to reschedule some for January meeting.	One off	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly
Cambridgeshire Council Workforce Strategy – Update on progress and whether on course to go to Council in December	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
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 Bartram
External Audit - Annual Audit Letter 2016/17	Annual	External Audit BDO	BDO Lisa Clampin
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Reviews including whistleblowing/ Section 106 / Community	Each meeting except June as this is too close to	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit

Infrastructure Levy)	the July meeting		
<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>			

COMMITTEE DATE: 2.00 p.m. Tuesday 23rd JANUARY 2018 Deadline for reports to be with Democratic Services: Mid-day Tuesday 9th January 2018			
Minute Log	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire Council Workforce Strategy – Update <i>Following the report proposing the Council Workforce Strategy coming to this Committee in May in draft form, the Deputy CE took the decision to pull it from the 6th June General Purposes Committee and therefore the timetable has changed and it is not expected to go to full Council until December.2017 .</i>	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
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 Bartram
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. Tuesday 27TH March 2018 Deadline for reports to be with Democratic Services : Mid-day Tuesday 13TH March 2018			
Cambridgeshire County Council External Audit Plan 2017-18 including Pensions Work Plan 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, David Eagles / Barry Pryke
Children's Social Care Case-loads Quarterly Update	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	Theresa Leavy or successor
Internal Audit Plan 2018/19	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 / Tom Barden / Sue Norman
Anti-Fraud Leaflet and Poster Annual Review	Annual	LGSS Chief Internal Auditor	Duncan Wilkinson Chief Internal Auditor / Mairead Kelly in consultation with the

			Chairman
Annual Review of Whistleblowing Policy	annual	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor / Mairead Kelly
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 D Wilkinson where management actions have gone beyond the next agreed target date</i>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee / or going to Committee same day	Chief Finance Officer	T Kelly / Rebecca Bartram
Update on Unspent Section 106 Monies (this might be via e-mail)	Twice a year	Chief Finance Officer	T Kelly

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 / woman and Vice Chairman / woman	Once a year	Democratic Services to add as first item on agenda	Rob Sanderson
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
2018-19 Fee Letter 2018/19 Pension Fund Fee Letter	Annual	External Audit	
Pension Fund External Audit Plan	Annual	External Audit	
Draft Statement of Accounts: 2017-18	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins

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
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
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 Bartram
COMMITTEE DATE 2.00 P.M. THURSDAY 26th JULY 2018 Deadline for reports to be with Democratic Services: Mid-day Thursday 12th July 2018			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Accounts reports			
• ISA 260 Report and Letter of Representation and		External Audit BDO LLP	Lisa Clampin, and Barry Pryke
• 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	Chris Malyon / Iain Jenkins
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) <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>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Chief Internal Auditor
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	
Children's Social Care Case-loads Quarterly Update	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	??
Internal Audit Progress Report <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>	Each meeting	LGSS Chief Internal Auditor	D Wilkinson
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
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 Bartram / 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

Notes

Other Committee dates

22nd November 2018

24th January 2019

28th March 2019

28th May 2019

Update 11th September 2017