

**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. THURSDAY 24<sup>th</sup> JANUARY 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Friday 11<sup>TH</sup> January</b>			
ERP Gold Update	Progress report	Head of Internal Audit	Neil Hunter
Council Resilience Planning Implications – Post Brexit	One- off	Director Customer Services and Transformation	Sue Grace
Review of Legal Documents	One Off	Chief Finance Officer	Chris Malyon
Estates and Buildings Maintenance Inspections	One off	Group Asset Manager	John MacMillan
2018/19 External Audit Plan	Annual report	External Audit	Mark Hodgson   Associate Partner Ernst & Young LLP
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been	Chief Finance Officer	Tom Kelly / Rebecca Barnes

	through General Purposes Committee		
Debt Recovery – Progress Report	Monitoring	Head of Debt and Income	Bob Outram
<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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
<b>COMMITTEE DATE 2.00 P.M. THURSDAY 28<sup>TH</sup> MARCH 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Friday 15<sup>th</sup> March</b>			
<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>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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon

<b>Transformation Fund Update Report</b>	Quarterly	Transformation Manager	Julia Turner
<b>Cambridgeshire Council Workforce Strategy</b>  <i>Note: This report will provide for information the finalised document agreed at Council (now expected to go February 2019) and suggest either bi-annual or annual update reports on progress against the Council agreed action plan.</i>		Head of HR	Martin Cox / Lynsey Fulcher
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 / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 28<sup>TH</sup> MAY 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Wednesday 15<sup>th</sup> May 2018</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	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Claydon

Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<b>Safer Recruitment in Schools Update</b> – agreed at the July 2018 meeting that due to the improvements made and the programme of training and follow up checks in place the next appropriate update should be around Easter 2019. With Easter being April, this would be May 2019	At least bi-annual	Senior Education Adviser	Chris Meddle
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 11<sup>TH</sup> JUNE 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Thursday 30<sup>th</sup> May</b>			
Draft Accounts 2018-19			Jon Lee / Martin Savage / Tracy Pegram
<b>COMMITTEE DATE 2.00 P.M. TUESDAY 30<sup>TH</sup> JULY 2019</b>			
<b>Deadline for reports to be with Democratic Services: Mid-day Wednesday 17<sup>th</sup> July</b>			
<b>Internal Audit Progress Report</b> Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / 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>			
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
ISA 260 Report Accounts		External Audit	Mark Hodgson   Associate Partner Ernst & Young LLP
ISA 260 Report – Pension Fund Accounts			
Training Plan	Yearly review	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
<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>Internal Audit Progress Report</b> Including Progress of Implementation of Management Actions and Internal Audit Plan	Each meeting	LGSS Chief Internal Auditor / Audit and Risk	Duncan Wilkinson / Mairead Claydon

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>		Manager	
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<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</b>	Bi-annual	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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Integrated Resources and Performance Report	Each Cycle - would always be one that had	Chief Finance Officer	Tom Kelly / Rebecca Barnes

	already been through General Purposes Committee		
<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>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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	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>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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
<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>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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon



Integrated Resources and Performance Report	Each Cycle - would always be one that had already been through General Purposes Committee	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>			
Draft Accounts 2019-2020			Jon Lee / Martin Savage / Tracy Pegram

## **REPORTS TO BE PROGRAMMED ONCE THE NEW MEETING DATES AGREED**

<b>Internal Audit Report on Capital overspends to include a presentation (as agreed at the 22<sup>nd</sup> June Committee meeting)</b>  <i>Note: this slipped from the September and November meetings as Internal Audit were still carrying out further due diligence work and as the Ely Bypass Project work has been more complex than originally envisaged.</i>		LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
<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

Update 12<sup>th</sup> November 2018