Audit and Accounts Committee Forward Agenda Plan

Updated 18th May 2023

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Financial Reporting and Related Matters Update – Monitoring at each meeting, covering Integrated Finance Monitoring Report. Lead officers: Tom Kelly/Stephen Howarth/Michelle Parker/Eleanor Tod.
- Internal Audit Progress Report including progress of Implementation of Management Actions, Internal Audit Plan Update, Update on the value of the National Fraud Initiative and Risk Register. 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. Lead Officer: Mairead Claydon
- Agenda Plan/Training

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
26/05/23 (18/05/23)	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
	Draft Annual Governance Statement 2022-23	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Notification of appointment of Committee Chair and Vice Chair	Annual	Democratic Services Officer	Dawn Cave
	Internal Audit Annual Report	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Committee training plan	Annual	Executive Director, Finance & Resources	Michael Hudson
	Cyber Update	-	Assistant Director of Customer & Digital Services	Sam Smith
	RIPA Policy Review	Annual	Head of Information Governance	Ben Stevenson
	Annual Procurement and Commercial Report	Annual	Head of Procurement and Commercial	Clare Ellis

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
28/07/23 (20/07/23)	Draft Cambridgeshire County Council Statement of Accounts 2022-23	Annual	Service Director: Finance & Procurement	Tom Kelly
	Annual Risk Management Report	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	FACT Community Transport update+	-	Service Director: Finance & Procurement	Tom Kelly
	Audit & Accounts Committee Self-Assessment	-	Head of Internal Audit & Risk Management	Mairead Claydon
28/09/23 (20/09/23)	Audit & Accounts Committee Annual Report 2022-23	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Annual Whistleblowing Report 2022-23	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	External Audit Plan for Cambridgeshire County Council 2022-23	Annual	External Auditor/ Head of Finance	Mark Hodgson/ Stephen Howarth
	External Audit Plan for Cambridgeshire Pension Fund 2022-23	Annual	External Auditor/ Investments and Fund Accounting Manager - Pensions	Mark Hodgson/ Ben Barlow
	Debt Management Update	Six monthly	Head of Revenue & Benefits	Alison Balcombe
01/12/23 (23/11/23)	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
	Cambridgeshire County Council Statement of Accounts 2022-23 and Audit Results Report	Annual	External Auditor/ Head of Finance	Mark Hodgson/ Stephen Howarth
	Pension Fund Annual Report and Statement of Accounts 2022-23	Annual	Investments and Fund Accounting Manager - Pensions	Ben Barlow/ Fiona Coates
01/02/24 (24/11/24)	External Audit Annual Plan	Annual	Ernst Young	Mark Hodgson
	Debt Management Update	Six monthly	Head of Revenue & Benefits	Alison Balcombe

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
28/03/24 (20/03/24)	Draft Internal Audit Plan 2024/25		Head of Internal Audit & Risk Management	Mairead Claydon
30/05/24	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
	Draft Annual Governance Statement 2022-23	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Annual Procurement Report	Annual	Head of Procurement and Commercial	Clare Ellis
	Annual Risk Management Report	Annual	Head of Internal Audit & Risk Management	Mairead Claydon

Date tbc:

Corporate Risk register		Head of Diligence & Best Value	Neil Hunter

+ = indicates Exempt report