

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 2.00 P.M. TUESDAY 11TH JUNE 2019			
Deadline for reports to be with Democratic Services: Mid-day Thursday 30th May			
Draft Accounts 2018-19	Annual Report	Head of Integrated Finance LGSS Finance	Jon Lee / Martin Savage / Tracy Pegram
Draft Pension Accounts	Annual Report		
Annual Governance Statement	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	
Internal Audit Annual Report Including	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	
<ul style="list-style-type: none"> An Update on Schools Payroll and Safe Recruitment as the revised target date of 31st March was after the Committee Progress Update on Systems Assurance ERP Gold - request 			Sarah Haig / Martin Cox

from Chairman as he was not happy to wait with no update until the May meeting.			
Debt Recovery Level of outstanding Debt – Update Report	Further update requested	Head of Revenue and Benefits	Robin Bates with guidance from Tom Kelly
COMMITTEE DATE 2.00 P.M. MONDAY 29TH July (Changed from 30th July at the March meeting)			
Deadline for reports to be with Democratic Services: Mid-day Tuesday 16th July.			
Quarterly Report in respect of Consultancy expenditure and update on compliance with the policy	Quarterly Report requested at the November 2018 meeting	HR / Procurement	<i>Camilla Rhodes – Dan Ashman to present</i>
Review of the Implementation of the ‘Change For Children Programme’ including The Development Of Shared Services Across Cambridgeshire And Peterborough	Further progress update requested at the November 2018 Committee	Service Director Children’s Services and Safeguarding	Lou Williams
Community Transport Action plan Updates including potentially <ul style="list-style-type: none"> Freedom of information Update 			
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) including also potentially <ul style="list-style-type: none"> Use of Consultants Policy – Action 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 other than the meeting when the IA Annual Audit Plan Report (May) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / 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
Final Accounts	Annual Report	Head of Integrated Finance	Jon Lee / Martin Savage / Tracy Pegram
ISA 260 Report Accounts	Annual Report	External Audit	Mark Hodgson Associate Partner Ernst & Young LLP
ISA 260 Report – Pension Fund Accounts	Annual Report		Mark Hodgson Associate Partner Ernst & Young LLP
Annual Risk Report	Annual Report	Amanda Askham / Tom Barden and Sue Norman Internal Audit	
Training Plan As the Committee has completed its main Training the Chairman has agreed that there is no need for a review of training Annual Report and this agenda item can be removed. Training is now undertaken as and when required.	Yearly review	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
COMMITTEE DATE 2.00 P.M. TUESDAY 24TH SEPTEMBER 2019			
Deadline for reports to be with Democratic Services:			

Mid-day Wednesday 11th September			
Annual Committee Report for Council	Annual	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Update on the Highway Records Assets	Six monthly update	Asset Information Manager	
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 other than the meeting when the IA Annual Audit Plan Report (May) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
			Sarah Haig
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
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
COMMITTEE DATE 2.00 P.M. THURSDAY 28TH NOVEMBER 2019			
Deadline for reports to be with Democratic Services:			

Mid-day Friday 15th November			
Safer Recruitment in Schools Update – Bi-Annual update	Bi-annual	Senior Education Adviser	Chris Meddle
Quarterly Report in respect of Consultancy expenditure and update on compliance with the policy	Quarterly Report requested at the November 2018 meeting	HR / Procurement	
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 other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / 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
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
COMMITTEE DATE 2.00 P.M. TUESDAY 28TH JANUARY 2020			

Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th January			
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 other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
			Sarah Haig
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
COMMITTEE DATE 2.00 P.M. TUESDAY 24TH MARCH 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 11TH March 2020			
Update on the Highway Records Assets – review whether still required	Six monthly update	Asset Information Manager	<i>Camilla Rhodes – Dan Ashman to present</i>

Annual Risk Report	Annual Report	Sue Norman Internal Audit	
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	
Estates and Building Maintenance Inspection Programme Update	Annual Report	John Mac Millan	
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 other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Community Transport – 12 month on review of the consequences of recommendations on membership following implementation of Membership changes from March 2019	Request from November 2018 Committee	Assistant Director of Culture and Community Services	Christine May
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
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker

Transformation Fund Monitoring Report	Quarterly Update		Julia Turner
COMMITTEE DATE 2.00 P.M. TUESDAY 2nd JUNE 2020			
Deadline for reports to be with Democratic Services: Mid-day Thursday 21st May 2020			
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
Section 106 Update Report	Annual	Deputy Section 151 Officer	
			Tom Kelly
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
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 other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Integrated Resources and Performance Report	Each Cycle -	Chief Finance Officer	Tom Kelly / Rebecca

	would always be one that had already been through General Purposes Committee		Barnes
COMMITTEE DATE 2.00 P.M. TUESDAY 16th June 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 3rd June 2020			
Draft Accounts 2019-2020			Jon Lee / Martin Savage / Tracy Pegram
Annual Governance Statement	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	
Internal Audit Annual Report Including	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	

REPORTS TO BE PROGRAMMED

BDO External Audit Final report on investigations into challenges to the 2016/17 and 17-18 Accounts		Council's previous External Auditors - BDO	Lisa Clampin
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Update 13th May 2019