

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. THURSDAY 20th SEPTEMBER 2018			
Deadline for reports to be with Democratic Services: Mid-day Friday 7th 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
Outstanding Debt – Debt Monitoring Report – To receive the same report that was going forward to the General Purposes Committee The Audit and Accounts Committee in May requested that Bob Outram attend to be able to answer questions.	One off update to check progress	Chief Finance Officer	T Kelly / Bob Outram
Children’s Social Care Case-loads Update	Quarterly basis	Service Director Enhanced and Preventative Services (Children)	Sarah-Jane Smedmor / Tracey Boyce

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 Barnes / Tom Barden
Update on Unspent Section 106 Monies	Twice a year (agreed via e-mail)	Deputy Section 151 Officer	T Kelly
Report on Accounts Process and what could be improved	J Lee / Lisa Clampin		
COMMITTEE DATE 2.00 P.M. THURSDAY 22nd NOVEMBER 2018			
Deadline for reports to be with Democratic Services: Mid-day Friday 9th November			
Revised Whistle Blowing Policy Report Moved from September due to pressure of other Internal Audit work (Any changes to the Policy will require to be referred on to Constitution and Ethics Committee)	One off	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly / Neil Hunter
Progress Update on Music Service Recruitment – This might be by way of an email to the Committee	One off	Head of Music Service	Matthew Gunn
Progress Update on Actions from Transforming Outcomes for Children in Care Although requested for September the implementation phase had currently had not commenced and therefore a more useful update	Update	Lou Williams	Lou Williams

would be to this meeting when changes would have occurred.			
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 Barnes
Internal Audit Progress Report	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly
Transformation Fund Update Report	Quarterly	Transformation Manager	Julia Turner
Internal Audit Report on Capital overspends to include a presentation (as agreed at the 22nd June Committee meeting) <i>Note: this has slipped from the September meeting as Internal Audit were still carrying out further due diligence work.</i>		LGSS Chief Internal Auditor	Duncan Wilkinson / 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 Head of Internal Audit where management actions have gone beyond the next agreed target date</i>	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit
COMMITTEE DATE 2.00 P.M. THURSDAY 24th JANUARY 2019			
Deadline for reports to be with Democratic Services:			

Mid-day Friday 11TH January			
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 Barnes
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 Chief Internal Auditor	Duncan Wilkinson LGSS Head of Internal Audit
COMMITTEE DATE 2.00 P.M. THURSDAY 28TH MARCH 2019			
Deadline for reports to be with Democratic Services: Mid-day Friday 15th March			
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 Barnes
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Kelly

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>			
Transformation Fund Update Report	Quarterly	Transformation Manager	Julia Turner
Cambridgeshire Council Workforce Strategy <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	Duncan Wilkinson LGSS Head of Internal Audit

REPORTS TO BE PROGRAMMED ONCE THE NEW MEETING DATES AGREED

Social Care Case-loads – Review of effectiveness of measures agreed at the May 2018 Children’s Committee to be programmed for September 2019 – Author Sarah-Jane Smedmor

Training Plan to be scheduled for July 2019

Safer Recruitment in Schools Update – agreed at the July 2018	At least bi-annual	Senior Education Adviser	Chris Meddle
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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			
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A Special Committee meeting will be convened for late October to just receive a progress update report on progress on the Community Transport action plan and additional recommendations from the 31st October Special meeting.

Update 11th September 2018