

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
17TH MARCH 2015			
Minute Log to include update from Hazel Belchamber on Education Capital Funding of schools			
Cambridgeshire County Council External Audit Plan 2014-15 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	External Audit	Claire Peacock / Clive Everest / Charlotte Kennedy (PWC)	Claire Peacock (PWC)
The Council's Assurance Framework: Update on Assurances Received As this is on current January agenda subject to confirmation this will be deleted from this meeting.	Agreed at July 2013 meeting this would revert back to twice a year – (November March)	Interim Head of Audit and Risk Management	J Idle
Internal Audit Plan 2015/16	Annual	Interim Head of Audit and Risk Management	J Idle

Risk Updates Report		Corporate Risk Manager	S Grace
Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <i>Relevant officers to attend the Committee to be invited by J Idle where management actions have gone beyond the next agreed target date</i>	Internal Audit Report on the Progress of Implementation of Management Actions	Interim Head of Audit and Risk Management	J Idle
Delayed Transfers Of Care Update Report Note: this 12 month update was requested at the June 2014 Committee. At the September meeting there was a request to move it back from June to March 2015. Future updates if required would be decided at the 2015 meeting.	One off	Head of Service Development (Older People)	Richard O' Driscoll
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Cttee	Chief Finance Officer	C Malyon / P Emmett
JUNE 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Annual Governance Statement	Annual	Interim Head of Audit and Risk Management	J Idle
Annual Risk Management Report	Annual	Corporate Risk Manager	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General	Chief Finance Officer	C Malyon / P Emmett

	Purposes Committee		
JULY 2015			
Deadline for reports			
Minute Log Update			
ISA 260 External Audit Report			
Draft Statement of Accounts: 2014-15	Annual		
LGSS Draft Accounts (for information only)	Annual		
Code of Corporate Governance - updated document	Annual	Interim Head of Audit and Risk Management	J Idle
Integrated Resources and Performance Report			
SEPTEMBER 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Accounts: <ul style="list-style-type: none"> Revised Statement of Accounts ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund 	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant External Audit	Chris Malyon / Ian Smith / Chris Yates

Internal Audit Progress Report (Including Progress of Implementation of Management Actions)	Internal Audit Report on the Progress of Implementation of Management Actions – normally twice a year /	Interim Head of Audit and Risk Management	J Idle
Risk Updates Report	Regular	Corporate Risk Manager	S Grace
NOVEMBER 2015 Deadline for reports:			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
External Audit - Annual Audit Letter 2013/14 Audit	Annual	PWC	
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year –(November March)	Head of Audit and Risk Management	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Manager	C Malyon / P Emmett

JANUARY 2016 Deadline for reports			
Minute Log	Each meeting	Democratic Services	Rob Sanderson
Annual Certification Report on those charged with Governance (Grants) to include cover sheet with recommendation on what Audit and Accounts Committee should be doing with report	Once a year	External audit	External Audit
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / P Emmett
Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <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>	Internal Audit Report on the Progress of Implementation of Management Actions	Interim Head of Audit and Risk Management	J Idle
Risk Updates Report		Corporate Risk Manager	S Grace

Notes

Risk Management Update reports to March, June, September and January.
The June report will also be the Annual Risk Management Report

2015 cycle will be:

- Jan, following SMT November review of corp risk
- March, following SMT February

- June following SMT May review
- September, following SMT August review

Update 8th January 2015 – There may need to be further updates to be suggested by officers at the meeting and from members of the Committee