

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 |
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| COMMITTEE DATE 2.00 P.M. TUESDAY 28TH MAY 2019 | | | |
| Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th May 2018 | | | |
| Community Transport Update to include updates on <ul style="list-style-type: none">• PKF Report | Each meeting | Audit and Risk Manager | Mairead Claydon |
| Debt Recovery Level of outstanding Debt – Update Report | Further update requested | Head of Revenue and Benefits | Robln Bates |
| Safer Recruitment in Schools Update – 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 was therefore the appropriate meeting for the update with the next bi-annual update to the November meeting. | Bi-annual | Senior Education Adviser | Chris Meddle |
| Ely Bypass Project Review Report | One off | LGSS Chief Internal Auditor | Duncan Wilkinson / Mairead Claydon |

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| Internal Audit Annual Report Including update ERP Gold | Annual Report | LGSS Chief Internal Auditor / Audit and Risk Manager | Duncan Wilkinson / Mairead Claydon |
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| Annual Whistle Blowing Report | Annual Report | LGSS Chief Internal Auditor / Audit and Risk Manager | Duncan Wilkinson / Mairead Claydon |
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| 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 |
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| COMMITTEE DATE 2.00 P.M. TUESDAY 11TH JUNE 2019 | | | |
| Deadline for reports to be with Democratic Services: Mid-day Thursday 30th May | | | |
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| Draft Accounts 2018-19 | Annual Report | Head of Integrated Finance LGSS Finance | Jon Lee / Martin Savage / Tracy Pegram |
| Quarterly Report in respect of Consultancy expenditure | Quarterly Report requested at the November 2018 meeting | HR / Procurement | Sarah Haig |
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| COMMITTEE DATE 2.00 P.M. TUESDAY 30TH JULY 2019 | | | |
| Deadline for reports to be with Democratic Services: Mid-day Wednesday 17th July | | | |
| This meeting will need to change to 29th or 31st July | | | |
| 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 |
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| 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 | 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 |
| Final Accounts | Annual Report | Head of Integrated Finance | Jon Lee / Martin Savage / Tracy Pegram |

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| 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 |
| Training Plan | 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 | | | |
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| Annual Committee Report for Council | Annual | LGSS Chief Internal Auditor / Audit and Risk Manager | Duncan Wilkinson / Mairead Claydon |
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| 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 | Duncan Wilkinson / Mairead Claydon |
| Quarterly Report in respect of Consultancy expenditure and update on compliance with the policy | Quarterly Report requested at the November 2018 | HR / Procurement | Sarah Haig |

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| | meeting | | |
| 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 |
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| 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 |
| 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 | Duncan Wilkinson / Mairead Claydon |
| Integrated Resources and Performance Report | Each Cycle - would always be one that had | Chief Finance Officer | Tom Kelly / Rebecca Barnes |

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| | already been through General Purposes Committee | | |
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| Statement of Accounts Process – Action Plan Update | Monitoring each meeting | Head of Finance and Deputy Section 151 Officer | Jon Lee / Michelle Parker |
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| COMMITTEE DATE 2.00 P.M. TUESDAY 28TH JANUARY 2020 | | | |
| Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th January | | | |
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| 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 | Duncan Wilkinson / Mairead Claydon |
| Quarterly Report in respect of Consultancy expenditure and compliance with the Policy | Quarterly Report requested at the November 2018 meeting | HR/ Procurement | Sarah Haig |
| Integrated Resources and Performance Report | Each Cycle - would always be one that had already been | Chief Finance Officer | Tom Kelly / Rebecca Barnes |

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| | through General Purposes Committee | | |
| COMMITTEE DATE 2.00 P.M. TUESDAY 24TH MARCH 2020 | | | |
| Deadline for reports to be with Democratic Services: Mid-day Wednesday 11TH March 2020 | | | |
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| Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update) <ul style="list-style-type: none"> • An update on the National Fraud Initiative data matching exercise • An Update on Schools Payroll and Safe Recruitment as the revised target date of 31st March was after the Committee • Depending if two key areas had been resolved to also include Use of Consultants Policy – Action Plan Update • Progress Update on Systems Assurance ERP Gold - request from Chairman as he was not happy to wait with no update until the May meeting. <p><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></p> | 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 | Duncan Wilkinson / Mairead Claydon |

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| 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 |
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| 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 |
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| Quarterly Report in respect of Consultancy expenditure and compliance with the Policy | Quarterly Report requested at the November 2018 meeting | HR/ Procurement | Sarah Haig |

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| 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 | 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 |
| 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 |
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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

Update 11th March 2019