

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
15th March 2016 Deadline for reports to be with Democratic Services : Mid-day Tuesday 1st March 2016			
Total Transport Pilot Scheme with invitation for presentation by Councillor Van de Ven / Toby Parsons	One off request	Transport and Operations Projects Manager	Toby Parsons
Interim Report Workforce Strategy	Regular update	LGSS Head of People	Martin Cox
Safe Recruitment in School On the basis that the follow up request for the forms had a deadline of January for compliance, taking account of the school Christmas break, To receive a further progress report to the March meeting to include if necessary a confidential list of those non-compliant schools.	Update Requested from November 2015 meeting	Service Director Learning (CFA) Safeguarding Manager Education Child Protection Service	Sara Rogers / K Grimwade
Internal Audit Plan 2016/17	Annual to the March meeting	Interim Head of Internal Audit	Neil Hunter

Risk Updates Report		Director, Customer Services and Transformation	Sue Grace
Cambridge Library Enterprise Centre Review (CLEC) Update on Action Plan Progress to date	Each meeting until completion	<i>Interim Head of Internal Audit</i>	Neil Hunter
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update and for March meeting details on the Section 106 monies review) <i>Relevant officers to attend the Committee to be invited by N Hunter where management actions have gone beyond the next agreed target date</i>	Each meeting	Interim Head of Internal Audit	Neil Hunter
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
7th June 2016 Deadline for reports to be with Democratic Services : Mid-day Tuesday 24th MAY 2016			
Training session before the meeting on Annual Accounts to be held at 12.noon	One off		Organised by Iain Jenkins
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire County Council External Audit Plan 2015-16 to	Normally	BDO LLP	Lisa Clampin, Zoe

include cover sheet with recommendations on what the Auditors wish the Audit and Accounts Committee to agree	presented Annually in March due to handover work from previous auditors delayed to this meeting		Thompson and Barry Pryke
Draft Annual Governance Statement	Annual	Interim Head of Internal Audit	Neil Hunter
Cambridge Library Enterprise Centre Review (CLEC) Update on Action Plan Progress to date	Each meeting until completion	Interim Head of Internal Audit	Neil Hunter
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Neil Hunter
Annual Internal Audit Report (to be reported on to Council in October)	Annual	Interim Head of Internal Audit	Neil Hunter
The Council's Assurance Framework: Update on Assurances Received	twice a year – (November / June)	Interim Head of Internal Audit	Neil Hunter
Review of Terms of Reference	Once a year	Interim Head of Internal Audit	N Hunter
Integrated Resources and Performance Report	Each Cycle would always be one that had already	Chief Finance Officer	C Malyon / P Emmett

	been through General Purposes Committee		
12th JULY 2016			
Deadline for reports to be with Democratic Services – Mid-day Tuesday 28TH JUNE			
Training Session on Risk to be held at 12 noon	One off		C Malyon/ N Hunter / S Norman
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Statement of Accounts: 2015-16	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins
LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Jon Lee /Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Code of Corporate Governance - updated document	Annual	Interim Head of Internal Audit	Neil Hunter
Cambridge Library Enterprise Centre Review (CLEC) Update on Action Plan Progress to date	Each meeting until completion	Interim Head of Internal Audit	Neil Hunter

Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress)	Each meeting except June as this is too close to the July meeting	Interim Head of Internal Audit	Neil Hunter
<i>Relevant officers to attend the Committee to be invited by Neil Hunter where management actions have gone beyond the next agreed target date</i>			
Audit and Accounts Committee Training Plan	Once a year	Interim Head of Internal Audit	Neil Hunter

20th SEPTEMBER 2016 Deadline for reports to be with Democratic Services: Mid-day Tuesday 6th September			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Safe Recruitment in Schools Update	regular update	Children and Young People	Keith Grimwade /
Accounts: <ul style="list-style-type: none"> Revised Statement of Accounts ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund (to include the approach to be undertaken to identify value for money) 	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant External Audit BDO LLP	Chris Malyon /Iain Jenkins Lisa Clampin, Zoe Thompson and Barry Pryke Lisa Clampin, Zoe Thompson and Barry Pryke

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LGSS Accounts	Annual	Deputy S151 Officer. LGSS	Jon Lee / Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report	Regular	Director, Customer Services and Transformation	Sue Grace / D Thorp

22nd NOVEMBER 2016 Deadline for reports to be with Democratic Services: Mid-day Tuesday 8TH NOVEMBER 2016			
Minutes and Minutes Log Update	Each meeting	<i>Democratic Services</i>	Rob Sanderson
Safe Recruitment in Schools Update	regular update	<i>Children and Young People</i>	Keith Grimwade /
Workforce Strategy and Model Update Report	One off	<i>Human Resources</i>	Martin Cox / Janet Maulder
External Audit - Annual Audit Letter 2014/15 Audit	Annual	<i>External Audit</i>	PWC
The Council's Assurance Framework: Update on Assurances	twice a year –	<i>Interim Head of Internal Audit</i>	Neil Hunter

Received	(November June)		
24th JANUARY 2017 Deadline for reports to be with Democratic Services: Mid-day 102th January 2017			
Minute Log	Each meeting	<i>Democratic Services</i>	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	<i>BDO LLP External Audit</i>	Lisa Clampin, Zoe Thompson and Barry Pryke BDO LLP
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	<i>Chief Finance Officer</i>	C Malyon / P Emmett
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	<i>Interim Head of Internal Audit</i>	Neil Hunter

Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / N Hunter

21st March 2017 Deadline for reports to be with Democratic Services : Mid-day Tuesday 7TH March 2017			
Cambridgeshire County Council External Audit Plan 2016-17 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	Annual Report to March meeting	BDO LLP	Lisa Clampin, Zoe Thompson and Barry Pryke
The Council's Assurance Framework: Update on Assurances Received	twice a year – (November / March)	Interim Head of Internal Audit	Neil Hunter
Internal Audit Plan 2017/18	Annual to the March meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace
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 N Hunter where management actions have gone beyond the next agreed target date</i>	Each meeting	Interim Head of Internal Audit	Neil Hunter
Integrated Resources and Performance Report	Each Cycle would	Chief Finance Officer	C Malyon / P Emmett

	always be one that had already been through General Purposes Cttee		
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Notes

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

2015/16 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

Integrated Resources and Performance Report every cycle except July as the meeting is too near the June meeting and General Purposes Committee is later in July.

To be rescheduled

Update 1st March 2016 – There may need to be further updates to be suggested by officers at the meeting and from members of the Committee