

# AUDIT AND ACCOUNTS COMMITTEE FORWARD AGENDA PLAN

Updated 18<sup>th</sup> January 2021

Note Group Leaders decided on 20<sup>th</sup> October to allow Committee to now make decisions on whether information reports would be included on future agendas. Please note this may change again as the Covid-19 crisis deepens if there is a need to again redeploy staff to emergency support areas

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Statement of Accounts Action / Improvement Plan Update – Monitoring at each meeting. Lead officers: Tom Kelly/Justine Hartley/Michelle Parker
- Integrated Finance Monitoring Report: this is always the latest report to be considered by General Purposes Committee. Lead officers: Tom Kelly/Rebecca Barnes
- Internal Audit Progress Report including progress of Implementation of Management Actions, Internal Audit Plan Update and Update on the value of the National Fraud Initiative. 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. Considered at every meeting other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts. Lead Officers: Neil Hunter/Mairead Claydon
- Agenda Plan

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
26/01/21 (13/01/21)	Debt Management Six Monthly Progress Update	Every six months January and June unless there is a request for additional updates	Head of Finance Operations	Alison Balcombe
	Performance Report Quarter 2 - <i>to be emailed to Committee</i>	Quarterly	Head of Business Intelligence	Andrew Mailer Tom Barden

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
23/03/21 (10/03/21)	Whistle Blowing Annual Review	Annual	LGSS Head of Internal Audit / Audit and Risk Manager	Neil Hunter Mairead Claydon
	BDO External Audit Final report on investigations into Objections to the 2016/17 and 17-18 Accounts	Out-standing report from Previous External Auditors	Lead partner - East Anglia/Head of Public Sector Assurance BDO	Lisa Clampin, BDO Barry Pryke, BDO
	Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Diane Stygal
	Six Monthly Report in respect of Consultancy expenditure and compliance with the Policy	November 2020 Meeting confirmed this report is still required.	Head of People HR/ Procurement	Janet Aitkin
	Risk Register Update	Quarterly	Head of Internal Audit	Neil Hunter
	Transformation Fund Monitoring Report Quarter 3	Quarterly Update	Head of Transformation	Kelly Allen
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
01/06/21 (19/05/21)	Section 106 Update Report	Annual	Head of Finance and Deputy Section 151 Officer	Tom Kelly
	Performance Report Quarter 3	Quarterly	Head of Business Intelligence	Tom Barden
	Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Diane Stygal

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
22/07/21 (09/07/21)	Final Accounts	Annual	Head of Finance and Deputy Section 151 Officer	Tom Kelly Ellie Tod
	Performance Report Quarter 4	Quarterly	Head of Business Intelligence	Tom Barden
	Transformation Fund Monitoring Report Quarter 4	Half Yearly Update	Transformation Manager	James Gemmell
	Update Report in respect of Consultancy expenditure and compliance with the Policy		HR/ Procurement	Janet Aitkin
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
28/09/21 (15/09/21)				
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
25/11/21 (12/11/21)	Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Diane Stygal
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
22/02/22 (11/02/22)	Update Report in respect of Consultancy expenditure & compliance with the Policy		HR/ Procurement	Janet Aitkin
	External Audit Annual Plan	Annual	Ernst Young	Mark Hodgson
	Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Diane Stygal

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
31/05/22 (17/05/22)	Section 106 Update Report	Annual	Deputy Section 151 Officer	Tom Kelly
	Performance Report Quarter 3	Quarterly	Head of Business Intelligence	Tom Barden
	Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Diane Stygal

Annual Whistle Blowing Report	Annual Report	Head of Internal Audit / Audit and Risk Manager	Neil Hunter
Annual Governance Statement	Annual Report	Head of Internal Audit / Audit and Risk Manager	Neil Hunter
Internal Audit Annual Report	Annual Report	Head of Internal Audit / Audit and Risk Manager	Neil Hunter

### REPORTS TO BE PROGRAMMED AS SUBJECT TO ONGOING INVESTIGATIONS/ADDITIONAL WORK

FACT, HACT and ESACT Recovery of Monies  This is currently the subject of a Police investigation	One-off Report  When the report comes forward it may require a separate confidential appendix if it contains commercially sensitive information for the Council and other parties. This is being led by FACT and so until negotiations are concluded, any updates remain commercially sensitive.	Chief Finance Officer / Service Director Highways and Finance	Chris Malyon
County Farms Tenancy Audit	One off Report likely to be at the same meeting as the report below	Head of Internal Audit/ Audit and Risk Manager	Neil Hunter