

AUDIT AND ACCOUNTS COMMITTEE FORWARD AGENDA PLAN

Updated 15th March 2021

Group Leaders agreed on 20th October 2020 to allow Committees to make decisions on whether information reports would be included on future agendas. This may change dependent on the Covid-19 crisis.

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

- Minutes of previous meeting and Action Log
- Financial Reporting and Related Matters 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. Lead Officers: Neil Hunter/Mairead Claydon
- Agenda Plan

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
05/03/21 (25/02/21)	Manor Farm Audit	n/a	Gillian Beasley	Gillian Beasley/Mazars
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
23/03/21 (10/03/21)	Internal Audit Annual Audit Plan Report	Annual	LGSS Head of Internal Audit / Audit and Risk Manager	Neil Hunter Mairead Claydon
	Internal Audit Progress report, incorporating Risk Register Update	Quarterly	Head of Internal Audit	Neil Hunter
	Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Diane Stygal

	Joint Working Protocol between CCC and PCC		Head of Internal Audit	Neil Hunter
	Use of RIPA 2000		Data Protection Officer/Head of Information Governance	Ben Stevenson
	Manor Farm Audit – follow up		Head of Finance/ Assistant Director Property	Tom Kelly/ Tony Cooper
	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 Atkin
Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
26/03/21 (18/03/21)	Manor Farm Audit – follow up on action plan	n/a	Gillian Beasley	Gillian Beasley
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
	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
	Transformation Fund Monitoring Report Quarter 3	Quarterly Update	Head of Transformation	Julia Turner
	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)	Whistle Blowing Annual Review	Annual	LGSS Head of Internal Audit / Audit and Risk Manager	Neil Hunter Mairead Claydon
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 and 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

<p>FACT, HACT and ESACT Recovery of Monies</p> <p>This is currently the subject of a Police investigation</p>	<p>One-off Report</p> <p>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.</p>	<p>Chief Finance Officer / Service Director Highways and Finance</p>	<p>Chris Malyon</p>
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