

## 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
<b>20<sup>th</sup> SEPTEMBER 2016</b> <b>Deadline for reports to be with Democratic Services:</b> <b>Mid-day Tuesday 6<sup>th</sup> September</b>			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Annual Report to Council	Once a year presented to the October full council meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Accounts: <ul style="list-style-type: none"> <li>Revised Statement of Accounts</li> <li>ISA 260 Report and Letter of Representation and</li> <li>ISA 260 Report – Pension Fund</li> </ul>	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant  External Audit BDO LLP	Chris Malyon /Iain Jenkins  Lisa Clampin, and Barry Pryke  David Eagles

Internal Audit Progress Report (Including progress of implementation of Management Actions and Internal Audit Plan Update and update on Anti-fraud and Whistleblowing and the Galileo audit management and documentation reporting system which should include details of milestones and be included as a regular progress update item within the IAPR)	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson / Mairead Kelly
Risk Updates Report	Regular	Director, Customer Services and Transformation	Sue Grace / Sue Norman
Resources and Performance Update Report	Each Cycle	Chief Finance Officer	Chris Malyon / Sarah Heywood / Rebecca Bartram

<b>22<sup>nd</sup> NOVEMBER 2016</b> <b>Deadline for reports to be with Democratic Services:</b> <b>Mid-day Tuesday 8<sup>TH</sup> NOVEMBER 2016</b>			
Minutes and Minutes Log Update	Each meeting	<i>Democratic Services</i>	Rob Sanderson
Safe Recruitment in Schools Update (Moved from September meeting with agreement of Chairman)	Regular update	<i>Children and Young People</i>	Keith Grimwade / Chris Meddle / Sara Rogers
Trading Units Update	One off		Mairead Kelly / Keith Grimwade / Martin Wade
Highways Assets			
a) Revaluation of Highways Assets and Infrastructure Transport Asset Register	One off		Mike Atkins / Barry Wylie

b) Update on the 18 month Programme on to register 6,000 parcels of land purchased for Highways Schemes	One off		Camille Haggett
Workforce Strategy and Model - Update Report	Regular update until final Strategy agreed and implemented	Human Resources – Head of People	Martin Cox /Janet Maulder
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / Rebecca Bartram
External Audit - Annual Audit Letter 2015/16 Audit	Annual	External Audit	BDO
External Audit Options - Appointments report		LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress)  <i>Relevant officers to attend the Committee to be invited by Duncan Wilkinson where management actions have gone beyond the next agreed target date</i>	Each meeting except June as this is too close to the July meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
LGSS Accounts (Moved from September meeting)	Annual	Deputy S151 Officer.	Iain Jenkins

		LGSS	Head of Finance (Deputy S151 Officer) LGSS

<b>24<sup>th</sup> JANUARY 2017</b> <b>Deadline for reports to be with Democratic Services:</b> <b>Mid-day 10<sup>th</sup> January 2017</b>			
<b>Minute Log</b>	Each meeting	Democratic Services	Rob Sanderson
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / Rebecca Bartram
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update and updates in the recommendations reported to the July Committee meeting on Information Security and Social Care IT System)  <i>Relevant officers to attend the Committee to be invited by Head of</i>	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

<i>Internal Audit where management actions have gone beyond the next agreed target date</i>			
Options Appraisals Report	One off Report		
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / N Hunter
CLEC Update Report		Internal Audit	Mairead Kelly
<b>21<sup>st</sup> March 2017</b>			
<b>Deadline for reports to be with Democratic Services : Mid-day Tuesday 7<sup>TH</sup> March 2017</b>			
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
Internal Audit Plan 2017/18	Annual to the March meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
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)	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

<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>			
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / Rebecca Bartram
<b>JUNE 2017</b>			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Annual Governance Statement	Annual	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
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	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Review of Terms of Reference	Once a year	Interim Head of Internal Audit	N Hunter

Integrated Resources and Performance Report	Each Cycle (Except July)	Chief Finance Officer	C Malyon / Rebecca Bartram
JULY 2017			
Deadline for reports to be with Democratic Services – Mid-day			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Workforce Strategy and Model Update	each meeting until Strategy in place	Head of HR	M Cox
Pension Fund 2016-17	Annual	External Audit	David Eagles / Barry Pryke
2017-18 Fee Letter	Annual	External Audit	David Eagles / Barry Pryke
Draft Statement of Accounts: 2016-17 (last year for the draft accounts as the 2017-18 set are required to be agreed by June 2018)	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Iain Jenkins
LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Code of Corporate Governance - updated document	Annual	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress)  <i>Relevant officers to attend the Committee to be invited by Duncan Wilkinson where management actions have gone beyond the next agreed target date</i>	Each meeting except June as this is too close to the July meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Audit and Accounts Committee Training Plan.  <i>This may have to be rescheduled to an earlier meeting as there will be elections in May 2017 which will inevitably result in changes of membership.</i>	Once a year	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit

## Notes

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

2016/17 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 and would always be one that had already been through General Purposes Committee or was going to General Purposes Committee in advance of this Committee as the appropriate decision making Committee

**Update 8<sup>th</sup> September 2016**