

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
COMMITTEE DATE 2.00 P.M. THURSDAY 28TH MARCH 2019			
Deadline for reports to be with Democratic Services: Mid-day Friday 15th March			
Community Transport Update	Each meeting	Audit and Risk Manager	Mairead Claydon
Membership Update Report (FACT HACT ESAC)	One off	Assistant Director Cultural and Community Services	Christine May
PKF Report – regarding FOI requests	One off	Audit and Risk Manager	Mairead Claydon
Children’s Social Care Case Loads Update Report	Quarterly		Sarah Jane Smedmor
2019-20 External Audit Plan	Annual report	External Audit	Mark Hodgson Associate Partner Ernst & Young LLP
Integrated Resources and Performance Report	Each Cycle - would always be	Chief Finance Officer	Tom Kelly / Rebecca Barnes

	one that had already been through General Purposes Committee		
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker / Martin Savage
Quarterly Report in respect of Consultancy expenditure	Quarterly Report requested at the November 2018 meeting	Audit and Risk Manager	Mairead Claydon
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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Transformation Fund Update Report	Quarterly	Transformation Manager	Julia Turner
Section 106 – Monitoring of any Unspent Funds	Six monthly – either report or e-mail	Deputy Section 151 Officer	Tom Kelly

Cambridgeshire Council People (previously Workforce) Strategy <i>Note: This report will be provided for information - the finalised document is going to 26th March General Purposes Committee and Full Council for final approval [n 14th May.</i> <i>After May it is suggest that this Committee receive either bi-annual or annual update reports on progress against the Council agreed action plan.</i>		Head of HR	Martin Cox / Lynsey Fulcher
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Update and updates in the recommendations including an update on the National Fraud Initiative data matching exercise requested at the May 2017 meeting) <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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
COMMITTEE DATE 2.00 P.M. TUESDAY 28TH MAY 2019			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th May 2018			
Use of Consultants Policy Document	One off	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	LGSS Chief Internal Auditor	Duncan Wilkinson / Mairead Claydon

Including follow up review on compliance with policy on use of consultants agreed at the November 2018 meeting <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>			
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
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 would be therefore this meeting.	At least bi-annual	Senior Education Adviser	Chris Meddle
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
COMMITTEE DATE 2.00 P.M. TUESDAY 11TH JUNE 2019			
Deadline for reports to be with Democratic Services: Mid-day Thursday 30th May			
Draft Accounts 2018-19	Annual Report	LGSS Finance	Jon Lee / Martin Savage / Tracy Pegram
Quarterly Report in respect of Consultancy expenditure	Quarterly Report requested at the	Audit and Risk Manager	

	November 2018 meeting		
COMMITTEE DATE 2.00 P.M. TUESDAY 30TH JULY 2019			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 17th 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		
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	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
ISA 260 Report Accounts		External Audit	Mark Hodgson Associate Partner Ernst

			& Young LLP
ISA 260 Report – Pension Fund Accounts			
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			
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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Quarterly Report in respect of Consultancy expenditure	Quarterly Report requested at the November 2018 meeting	Audit and Risk Manager	
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
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	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	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
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
COMMITTEE DATE 2.00 P.M. TUESDAY 28TH JANUARY 2020			

Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th January			
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	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
Quarterly Report in respect of Consultancy expenditure	Quarterly Report requested at the November 2018 meeting	Audit and Risk Manager	
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 24TH MARCH 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 11TH March 2020			
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon

<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>			
Community Transport – 12 month on review of the consequences of recommendations on membership as implementation of Membership changes from March 2019	Request from November 2018 Committee	Internal Audit / Assistant Director of Culture and Community Services	Duncan Wilkinson / Mairead Kelly / Christine May
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
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting	LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon

<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>			
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

REPORTS TO BE PROGRAMMED ONCE THE NEW MEETING DATES AGREED

Internal Audit Report on Capital overspends to include a presentation (as agreed at the 22nd June Committee meeting) <i>Note: this slipped from the September and November meetings as Internal Audit were still carrying out further due diligence work and as the Ely Bypass Project work has been more complex than originally envisaged.</i>		LGSS Chief Internal Auditor / Audit and Risk Manager	Duncan Wilkinson / Mairead Claydon
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 16th January 2019