

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
25th NOVEMBER 2014			
Deadline for reports: 11.30 a.m. Wednesday 12th November 2014			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
External Audit - Annual Audit Letter 2013/14 Audit	Annual	PWC	Julian Rickett / Charlotte Kennedy (PWC)
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year –(November March)	Head of Audit and Risk Management	J Idle
Detailed Plan of Value for Money reviews to be completed within 2014/15.	One Off	Interim Head of Audit and Risk Management	J Idle

Internal Audit Progress Report (Including Progress of Implementation of Management Actions) to include update on Safe Recruiting <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> <i>To include Keith Grimwade to answer questions on Safe Recruiting in Schools. Chairwoman of Children and Young People's Committee Councillor Whitehead also to be invited</i>	Each meeting	Head of Audit and Risk Management	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Manager	C Malyon / P Emmett
20th JANUARY 2015 Deadline for reports: 10 .30 a.m. Wednesday 7th January 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire County Council External Audit Plan 2014-15 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	External Audit PWC	Julian Rickett / Charlotte Kennedy (PWC)	Charlotte Kennedy (PWC)
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	Julian Rickett / Charlotte Kennedy (PWC)	Charlotte Kennedy
Integrated Resources and Performance Report	Each Cycle would always be one that had already been	Chief Finance Officer	C Malyon / P Emmett

	through General Purposes Committee		
Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <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>	Internal Audit Report on the Progress of Implementation of Management Actions	Interim Head of Audit and Risk Management	J Idle
Risk Updates Report		Corporate Risk Manager	J Idle
17TH MARCH 2015			
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year –(November March)	Interim Head of Audit and Risk Management	J Idle
Internal Audit Plan 2014/15	Annual	Interim Head of Audit and Risk Management	J Idle
Risk Updates Report		Corporate Risk Manager	J Idle
Internal Audit Progress Report (Including Progress of Implementation of Management Actions) <i>Relevant officers to attend the Committee to be invited by J Idle where management actions have gone beyond the next agreed target date</i>	Internal Audit Report on the Progress of Implementation of Management Actions	Interim Head of Audit and Risk Management	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that	Chief Finance Officer	C Malyon / P Emmett

	had already been through General Purposes Cttee		
JUNE 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Annual Governance Statement	Annual	Interim Head of Audit and Risk Management	J Idle
Annual Risk Management Report	Annual	Corporate Risk Manager	J Idle
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Committee	Chief Finance Officer	C Malyon / P Emmett
Delayed Transfers Of Care Update Report Note: this 12 month update was requested at the June 2014 Committee. Future updates if required would be decided at the 2015 meeting.	One off ?	Head of Service Development (Older People)	Richard O' Driscoll
SEPTEMBER 2015			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Accounts: • Revised Statement of Accounts • ISA 260 Report and Letter of Representation and ISA 260	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant PWC	Chris Malyon / Ian Smith / Chris Yates Julian Rickett / Charlotte

Report – Pension Fund			Kennedy
Internal Audit Progress Report (Including Progress of Implementation of Management Actions)	Internal Audit Report on the Progress of Implementation of Management Actions – normally twice a year /	Interim Head of Audit and Risk Management	J Idle
Risk Updates Report	Regular	Interim Head of Audit and Risk Management	J Idle

Notes

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

2014 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

Update 12TH September 2014 – There may need to be further updates to be suggested by officers at the meeting