

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
14th JULY 2015			
Deadline for reports to be with Democratic Services – Mid-day Tuesday 30th June			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Statement of Accounts: 2014-15	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Ian Smith / Chris Yates
LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Jon Lee / Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Code of Corporate Governance - updated document	Annual	Interim Head of Internal Audit	Neil Hunter
Internal Audit Plan 2015/16 Update – This has been included as part of the Internal Audit Progress Report	New request that this should be	Interim Head of Internal Audit	Neil Hunter

	received at each meeting		
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan progress report) <i>Relevant officers to attend the Committee to be invited by Neil Hunter 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	Interim Head of Internal Audit	Neil Hunter
22nd SEPTEMBER 2015 Deadline for reports to be with Democratic Services: Mid-day Tuesday 8th September			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Workforce Strategy and Model Update Report	One off	Human Resources	Martin Cox /Janet Maulder
Accounts: <ul style="list-style-type: none"> Revised Statement of Accounts ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund (to include the approach to be undertaken to identify value for money) 	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant External Audit	Chris Malyon / Ian Smith / Chris Yates Claire Peacock / Clive Everest / Charlotte Kennedy (PWC)
LGSS Accounts	Annual	Deputy S151 Officer. LGSS	Jon Lee Head of Finance

			(Deputy S151 Officer) LGSS
Internal Audit Progress Report (Including Progress of Implementation of Management Actions)	Each meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report	Regular	Director, Customer Services and Transformation	Sue Grace / D Thorp
Internal Audit Report identifying the key areas of risk	One-off Report	Interim Head of Internal Audit	Neil Hunter
Complaint from Councillor Sales - Decision of General Purposes Committee Estover Playing Fields – Internal Audit Review	One off Report	Interim Head of Internal Audit	Neil Hunter
Audit and Accounts Committee Training Plan	Once a year	Interim Head of Internal Audit	Neil Hunter
Internal Audit Plan 2015/16 Update	Each meeting	Interim Head of Internal Audit	Neil Hunter
24th NOVEMBER 2015 Deadline for reports to be with Democratic Services: Mid-day Tuesday 10th November			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
External Audit - Annual Audit Letter 2014/15 Audit	Annual	External Audit	PWC
The Council's Assurance Framework: Update on Assurances Received	Agreed at July 2013 meeting this would revert back to twice a year – (November	Interim Head of Internal Audit	Neil Hunter

	March)		
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan 2015/16) <i>Relevant officers to attend the Committee to be invited by E Williams where management actions have gone beyond the next agreed target date</i>	Each meeting	Interim Head of Internal Audit	Neil Hunter
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
26th JANUARY 2016 Deadline for reports to be with Democratic Services: Mid-day 12th January 2016			
Minute Log	Each meeting	Democratic Services	Rob Sanderson
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	External Audit	BDO LLP
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

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>	Each meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / N Hunter
15th March 2016 Deadline for reports to be with Democratic Services : Mid-day Tuesday 1st March 2016			
Cambridgeshire County Council External Audit Plan 2015-16 to include cover sheet with recommendations on what Auditors wish the Audit and Accounts Committee to agree	External Audit	BDO LLP	BDO LLP
The Council's Assurance Framework: Update on Assurances Received	twice a year – (November / March)	Interim Head of Internal Audit	Neil Hunter
Internal Audit Plan 2016/17	Annual to the March meeting	Interim Head of Internal Audit	Neil Hunter
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace
The Council's Assurance Framework: Update on Assurances	Agreed at July	Interim Head of Internal	Neil Hunter

Received	2013 meeting this would revert back to twice a year – (November and March)	Audit	
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>	Each meeting	Interim Head of Internal Audit	Neil Hunter
Integrated Resources and Performance Report	Each Cycle would always be one that had already been through General Purposes Cttee	Chief Finance Officer	C Malyon / P Emmett
June 2016 Deadline for reports to be with Democratic Services : Mid-day Tuesday 2016			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Annual Governance Statement	Annual	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	Interim Head of Internal Audit	Neil Hunter
Review of Terms of Reference	Once a year	Interim Head of Internal Audit	N Hunter
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
JULY 2016			
Deadline for reports to be with Democratic Services – Mid-day Tuesday			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Draft Statement of Accounts: 2015-16	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant	Chris Malyon / Ian Smith / Chris Yates
LGSS Draft Accounts (for information only)	Annual	Deputy S151 Officer. LGSS	Jon Lee /Iain Jenkins Head of Finance (Deputy S151 Officer) LGSS
Code of Corporate Governance - updated document	Annual	Interim Head of Internal Audit	Neil Hunter

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 Neil Hunter 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	Interim Head of Internal Audit	Neil Hunter
Audit and Accounts Committee Training Plan	Once a year	Interim Head of Internal Audit	Neil Hunter

Notes

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

2015/16 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 in 2015 as the meeting is too near the June meeting and General Purposes Committee is later in July.

Update 1st July 2015 – There may need to be further updates to be suggested by officers at the meeting and from members of the Committee