

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. 30th MAY 2017			
Deadline for reports to be with Democratic Services : Mid-day Tuesday 16th May 2017			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Workforce Strategy and Model - Update Report	Regular update until final Strategy agreed and implemented	Human Resources – Head of People	Martin Cox /Lynsey Fulcher

Progress report on the implementation of revised Project Management Processes from the CLEC Report Recommendations and the Council's Transformation Programme	One-off	Head of Transformation	Amanda Askham
Progress Report on the Ely Archive Recommendations and results of random tests undertaken of other Capital Projects	Monitoring	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit / Mairead Kelly
Annual Report of the Internal Auditor	Annual Report on the Internal Control Environment.	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Draft Annual Governance Statement	Annual Report	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
Review of Terms of Reference	Once a year	Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Integrated Resources and Performance Report	Each Cycle (previously except July as when the Committee was in June it was too early)	Chief Finance Officer	C Malyon / Rebecca Bartram S Heywood

COMMITTEE DATE 2.00 P.M. TUESDAY 25th JULY 2017			
Deadline for reports to be with Democratic Services : Mid-day Tuesday 11th July 2017			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
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
Transformation Fund Update – Savings Update against projects undertaken	One off request	Strategic Finance Manager / Head of Business Intelligence	Sarah Heywood / Dan Thorp
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress)	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 Duncan Wilkinson where management actions have gone beyond the next agreed target date</i>			
Integrated Resources and Performance Report	Each Cycle (previously except for the July meeting as when the Committee was in June it was too early)	Chief Finance Officer	C Malyon / Rebecca Bartram S Heywood
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
COMMITTEE DATE 2.00 P.M. TUESDAY 19th SEPTEMBER 2017			
Deadline for reports to be with Democratic Services: Mid-day Tuesday 6th September			
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

Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
<i>Note: The Workforce Strategy was originally scheduled for the May Audit and Accounts Committee meeting at the request of the Chairman on the basis that it was going to General Purposes Committee on 21st March and Full Council on 28th March. It has now been rescheduled for the 6th June and 28th July meetings and has therefore been re-scheduled for the September Committee meeting.</i>			
Accounts: <ul style="list-style-type: none"> Revised Statement of Accounts ISA 260 Report and Letter of Representation and ISA 260 Report – Pension Fund 	Annual	Chief Finance Officer / Strategic Finance Manager / Group Accountant External Audit BDO LLP	Chris Malyon /Iain Jenkins Lisa Clampin, and Barry Pryke David Eagles
Annual Report of the Audit and Accounts Committee (The Chairman / woman presents the report at the same time with other Annual Reports from Service Committees to the Full Council meeting in October)	Annual	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit / Mairead Kelly in consultation with the Chairman / woman
Internal Audit Progress Report	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
Update on Unspent Section 106 Monies (this might be via e-mail)	Twice a year	Chief Finance Officer	S Heywood

COMMITTEE DATE 2.00P.M. TUESDAY 21ST NOVEMBER 2017 Deadline for reports to be with Democratic Services: Mid-day Tuesday 8TH NOVEMBER 2017			
Minutes and Minutes Log Update	Each meeting	<i>Democratic Services</i>	Rob Sanderson
Safe Recruitment in Schools Update - to also include assurance on safeguarding DBS checks on drivers employed on Home to School Transport runs and update explanation on Histon Early Years safe recruitment failures identified by Internal Audit safeguarding review	Regular update	<i>Children and Young People with input from Toby Parsons and Internal Audit</i>	Keith Grimwade / Chris Meddle / Sara Rogers / Mairead Kelly
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
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 Sarah Heywood

External Audit - Annual Audit Letter 2016/17	Annual	External Audit BDO	BDO Lisa Clampin
Internal Audit Progress Report (Including Progress of Implementation of Management Actions and Internal Audit Plan Progress, Galileo and whistleblowing and the outstanding library till issue)	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
<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>			

COMMITTEE DATE: 2.00 p.m. Tuesday 23rd JANUARY 2018 Deadline for reports to be with Democratic Services: Mid-day Tuesday 9th January 2018			
Minute Log	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher
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 and an update on the Domiciliary care audit)	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 Head of Internal Audit where management actions have gone beyond the next agreed target date</i>			
Risk Updates Report		Director, Customer Services and Transformation	Sue Grace / T Barden / S Norman
COMMITTEE DATE: 2.00 P.M. Tuesday 27TH March 2018 Deadline for reports to be with Democratic Services : Mid-day Tuesday 13TH March 2018			
Cambridgeshire County Council External Audit Plan 2017-18 including Pensions Work Plan 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, David Eagles / 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 / Tom Barden / Sue Norman

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 D Wilkinson where management actions have gone beyond the next agreed target date</i>	Each meeting	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
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
Update on Unspent Section 106 Monies (this might be via e-mail)	Twice a year	Chief Finance Officer	S Heywood
Committee Date 2.00 P.M. Tuesday 29th MAY 2018			
Deadline for reports to be with Democratic Services : Mid-day Tuesday 15th May 2018			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
Cambridgeshire Council Workforce Strategy – Review of Action Plan – Quarterly Update	Quarterly	Head of HR	Martin Cox / Lynsey Fulcher

Annual Report of the Internal Auditor	Annual Report on the Internal Control Environment.	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Draft Annual Governance Statement	Annual	LGSS Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Annual Risk Management Report	Annual	Director, Customer Services and Transformation	Sue Grace / Tom Barden / Sue Norman
Review of Terms of Reference	Once a year	Head of Internal Audit	Duncan Wilkinson LGSS Head of Internal Audit
Integrated Resources and Performance Report	Each Cycle (Except July)	Chief Finance Officer	C Malyon / Rebecca Bartram S Heywood
COMMITTEE DATE 2.00 P.M. TUESDAY 25th JULY 2018			
Deadline for reports to be with Democratic Services : Mid-day Tuesday 11th July 2017			
Minute Log Update	Each meeting	Democratic Services	Rob Sanderson
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	Annual	Chief Finance Officer / Strategic Finance Manager	Chris Malyon / Iain Jenkins

2018		/ Group Accountant	
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
Transformation Fund Update – Savings Update against projects undertaken	One off request	Strategic Finance Manager / Head of Business Intelligence	Sarah Heywood / Dan Thorp
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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 normally to March, June (now May), September and January.

The June report will also be the Annual Risk Management Report

2016/17 cycle was as follows:

- 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 8th March 2017