

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
OCTOBER SPECIAL MEETING TO BE CONFIRMED			
ISA 260 Council Accounts	Annual	EY External Auditor Lead	Mark Hodgson
Council Accounts	Annual	Head of Finance and Deputy Section 151 Officer	Jon Lee / Martin Savage / 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 – Tri-Annual update	Tri-annual	Senior Education Adviser	Chris Meddle
Brexit Update	As and when required	Brexit Lead Cambridgeshire and Peterborough Bid Directorate	Andrew Merritt-Morling Adrian Chapman Jane Heath Kevin Hoor
Quarterly Report in respect of Consultancy expenditure and Update on Compliance with the Policy	Quarterly Report requested at the	HR / Procurement	Sarah Haig Martin Cox

	November 2018 meeting		
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 other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Performance Report	Each cycle	Head of Business Intelligence	Tom Barden
Statement of Accounts Process – Action Plan Update	Monitoring each meeting	Head of Finance and Deputy Section 151 Officer	Jon Lee / Michelle Parker
Transformation Fund Quarter 1 Update Report	Quarterly	Interim Head of Transformation	Julia Turner
Update on the Highway Records Assets (Moved from September)	Six monthly update	Asset Information Manager <i>Highways Service</i>	Mrs Camilla Rhodes (Haggett) Dan Ashman to present
Community Transport Update	Monitoring each	LGSS Chief Internal	Neil Hunter / Mairead

	meeting	Auditor / Audit and Risk Manager	Claydon
County Farms Tenancy Audit	One off Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Manor Farm Tenancy Investigation (Likely to have confidential appendix so will require to be final report on agenda)	One off investigation	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
FACT, HACT and ESACT Recovery of Monies This may require a separate confidential appendix as it may contains business sensitive information for the Council and other parties	One-off Report	Chief Finance Officer / Service Director Highways and Finance	Chris Malyon / Graham Hughes
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 28TH JANUARY 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 15th January			
Debt Collection Update		LGSS Head of Revenues and Benefits	Robin Bates
Transformation Fund Monitoring Report	Quarterly Update	Interim Head of Transformation	Julia Turner
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting other than the meeting when the IA Annual Audit	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / 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>	Plan Report (March) is received or the special meeting to consider the draft accounts (June)		
Performance Report	Each cycle	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Community Transport Update	Monitoring each meeting	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 24TH MARCH 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 11TH March 2020			
Update on the Highway Records Assets – review whether still required	Six monthly update	Asset Information Manager	<i>Camilla Rhodes – Dan Ashman to present</i>
Safer Recruitment in Schools Update –	Tri-annual Termly	Senior Education Adviser	Chris Meddle
Annual Risk Report	Annual Report	Sue Norman Internal Audit	
Quarterly Report in respect of Consultancy expenditure and	Quarterly Report	HR/ Procurement	

compliance with the Policy	requested at the November 2018 meeting		
Estates and Building Maintenance Inspection Programme Update a year on update on the 5 year rolling inspections of property assets which would also now include schools	One off Annual Report		John Mac Millan
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 other than the meeting when the IA Annual Audit Plan Report (March) is received or the special meeting to consider the draft accounts (June)	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Community Transport – 12 month on review of the consequences of recommendations on membership following implementation of Membership changes from March 2019	Request from November 2018 Committee	Assistant Director of Culture and Community Services	Christine May
Performance Report	Each cycle	Head of Business Intelligence	Tom Barden
Resources Report	Each Meeting	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	Interim Head of Transformation	Julia Turner
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services /	Duncan Wilkinson / Ro Sanderson Cllr Shellens

		Chairman and Vice Chairman in a Chairman briefing	/ Cllr Rogers
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
Section 106 Update Report	Annual	Deputy Section 151 Officer	Tom Kelly
Performance Report	Each cycle	Head of Business Intelligence	Tom Barden
Resources Report	Each Cycle - would always be one that had already been through General Purposes Committee or was going the same day	Chief Finance Officer	Tom Kelly / Rebecca Barnes
Quarterly Report in respect of Consultancy expenditure and compliance with the Policy	Quarterly Report requested at the November 2018 meeting	HR/ Procurement	Sarah Haig
Safer Recruitment in Schools Update	Tri-annual Termly	Senior Education Adviser	Chris Meddle
Internal Audit Progress Report Including Progress of Implementation of Management Actions and Internal Audit Plan Update)	Each meeting other than the meeting when the IA Annual Audit	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / 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>	Plan Report (March) is received or the special meeting to consider the draft accounts (June)		
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman briefing	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers
COMMITTEE DATE 2.00 P.M. TUESDAY 16th June 2020			
Deadline for reports to be with Democratic Services: Mid-day Wednesday 3rd June 2020			
Annual Whistle Blowing Report	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Draft Accounts 2019-2020			Jon Lee / Martin Savage / Tracy Pegram
Annual Governance Statement	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Internal Audit Annual Report	Annual Report	LGSS Chief Internal Auditor / Audit and Risk Manager	Neil Hunter / Mairead Claydon
Agenda Plan	Each meeting	Head of Internal Audit / Democratic Services / Chairman and Vice Chairman in a Chairman	Duncan Wilkinson / Ro Sanderson Cllr Shellens / Cllr Rogers

		briefing	
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REPORTS TO BE PROGRAMMED

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
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For July 2020 Transformation Fund Monitoring Report	Quarterly Update	Interim Head of Transformation	Julia Turner
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Update 16th September 2019