

Audit and Accounts Committee Forward Agenda Plan

Updated 21st May 2024

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Financial Reporting and Related Matters Update – Monitoring at each meeting, covering Integrated Finance Monitoring Report. Lead officers: Tom Kelly/Stephen Howarth/Michelle Parker/Eleanor Tod.
- Internal Audit Progress Report including progress of Implementation of Management Actions, Internal Audit Plan Update, Update on the value of the National Fraud Initiative and Risk Register. 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. Lead Officer: Mairead Claydon
- Agenda Plan/Training

Meeting Date/ (report deadline)	Report title	Frequency of report	Director/ responsible officer	Report author
30/05/24 (21/05/24)	External Audit Plan	Annual	External Auditor/Service Director: Finance & Procurement	Sarah Brown/ Tom Kelly
	Draft Annual Governance Statement 2023-24	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Annual Internal Audit Report	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	Notification of appointment of Committee Chair and Vice Chair	Annual	Democratic Services Officer	Dawn Cave
30/07/24	Draft Cambridgeshire County Council Statement of Accounts 2023-24	Annual	Service Director: Finance & Procurement	Tom Kelly
	Review of the Committee Terms of Reference		Head of Internal Audit & Risk Management	Mairead Claydon
	External Audit Plan for Cambridgeshire Pension Fund 2022-23	Annual	External Auditor/ Investments and Fund Accounting Manager - Pensions	Sarah Brown/ Ben Barlow

	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
	Annual Procurement and Commercial Report	Annual	Head of Procurement and Commercial	Clare Ellis
	Annual Risk Management Report	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
31/10/24	Audit & Accounts Committee Annual Report 2023-24	Annual	Head of Internal Audit & Risk Management	Mairead Claydon
	External Audit Plan for Cambridgeshire County Council 2022-23	Annual	External Auditor/ Head of Finance	Sarah Brown/ Stephen Howarth
	Pension Fund Annual Report and Statement of Accounts 2023-24	Annual	Investments and Fund Accounting Manager - Pensions	Ben Barlow/ Fiona Coates
	Corporate Risk Register	Six monthly	Head of Internal Audit & Risk Management	Mairead Claydon
	Debt Management Update		Head of Revenue & Benefits	Alison Balcombe
30/01/25	Cambridgeshire County Council Statement of Accounts 2023-24 and Audit Results Report	Annual	External Auditor/ Head of Finance	Sarah Brown/ Stephen Howarth
	Consultants and Agency Worker Data	Six monthly	Head of Procurement and Commercial	Clare Ellis
27/03/25	Draft Internal Audit Plan 2025/26	Annual	Head of Internal Audit & Risk Management	Mairead Claydon

+ = indicates Exempt report

FACT/HACT – Future meeting