

**TRAINING OF PANEL MEMBERS  
(Report by the Head of Financial Services)**

**1. TRAINING NEED**

- 1.1 The Panel has seven members, two were new to the Council in May and another three were new to the Panel.
- 1.2 At the Workshop on the Review of the Effectiveness of the Panel held on the 5 September Members highlighted that they felt they would need additional training on certain elements of the Panel's work.

**2. WORK PROGRAMME**

- 2.1 Annex A shows the anticipated work programme for the Panel for the next year. It covers a wide range of issues and some of them are very technical. Panel training needs to provide sufficient understanding to allow the Panel to ensure that adequate processes are in place and working effectively.
- 2.3 It is proposed that at each Panel meeting, members will consider the work programme and decide what training they would like ready for the items expected to be on the next or future agendas. Normally this might be for 30-45 minutes immediately prior to the formal meeting but there may be occasions when a separate longer session would be more appropriate.
- 2.4 Training can be provided by appropriate officers, external audit or external trainers (subject to budgetary constraints).

**4. RECOMMENDATION**

- 4.1 It is recommended that Panel:
- Consider the work programme at Annex A and determine the training to be provided prior to the December meeting.
  - Receive an updated programme at each meeting in order to consider the need for further training.

**BACKGROUND INFORMATION**

None

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## Anticipated Work Programme

### December 2011

- Housing Benefit fraud investigation activity
- Whistleblowing : policy review & investigations
- National Fraud Initiative
- Review of the anti-fraud & corruption strategy
- Review of the risk management strategy
- Calculation of council tax base

### March 2012

- Code of corporate governance
- Internal audit interim progress report
- Risk management
- Progress on annual governance statement
- Review of Council constitution
  - Code of financial management
  - Code of procurement
- External audit
  - Audit plan
  - Grant claims

### June 2012

- Draft statement of accounts
- Internal audit plan
- Review of the internal audit service
- Feedback – annual report
- Delivery of the anti-fraud & corruption framework

### September 2012

- Annual governance statement
- Review of the effectiveness of the system of internal audit
- Annual internal audit report
- Effectiveness of the Panel
- Risk management
- Approval of the statement of accounts
- External audit – annual audit and inspection letter

In addition to the items listed above, reports may be submitted on an ad-hoc basis on:

- Awards of compensation
- Ombudsman reviews
- Accounting policies
- Internal Audit - Terms of reference and strategy
- Employee's code of conduct
- Money laundering and bribery