

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

1. WORK PROGRAMME

- 1.1 The anticipated work programme for the Panel for the next year is shown at Annex A
- 1.2 Panel are asked to consider the work programme and decide what training they would like in preparation for the next or future agendas. Normally this training would 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.
- 1.3 Training can be provided by appropriate officers, external audit or external trainers (subject to budgetary constraints).

2. RECOMMENDATION

- 2.11 It is recommended that Panel consider the work programme at Annex A and determine the training to be provided prior to the December meeting.

BACKGROUND INFORMATION

None

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Anticipated Work Programme

December 2012

- Housing Benefit fraud investigation activity
- Whistleblowing : policy review & investigations
- National Fraud Initiative
- Internal audit plan
- Review of the future of the fraud service
- Review of the risk management strategy

March 2013

- Internal Audit - Terms of reference and strategy
- Review of the 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 2013

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

September 2012

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

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

- Awards of compensation
- Ombudsman reviews
- Accounting policies
- Employee's code of conduct
- Money laundering and bribery
- Review of the anti-fraud & corruption strategy