

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

**1. WORK PROGRAMME**

- 1.1 Reports that are anticipated to be presented to the Panel over the course of the next year are listed at Annex A.
- 1.2 Panel are asked to consider these areas 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).
- 1.4 Hertfordshire County Council are organising a formal training event for Audit Committee members, to which the Chairman and Vice-Chairman of the Panel have been invited along with the Internal Audit & Risk Manager. Feedback will be provided informally to the Panel following the event.

If the event is considered worthwhile, then the Council will investigate organising a similar event for the Panel and Audit Committee members across the County.

**2. RECOMMENDATION**

- 2.11 It is recommended that Panel consider what training is to be provided prior to the March 2013 meeting.

**BACKGROUND INFORMATION**

None

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## Anticipated Report Programme

### March 2013

- Progress on issues raised in the Annual Governance Statement
- Assurance mapping
  - Review of the Code of corporate governance
  - Risk management
- Internal Audit: Terms of reference and strategy
  - 6 month audit plan
- Review of Council constitution
  - Code of financial management
  - Code of procurement
- External Audit
  - Audit plan
  - Grant claims

### June 2013

- Assurance mapping
  - Risk management
- Draft Annual Governance Statement
- Draft statement of accounts
- Review of the internal audit service
- Internal Audit annual report & opinion
- Feedback – annual report

### September 2013

- Assurance mapping
  - Risk management
- Approval of the Annual Governance Statement
- Internal Audit 6 month audit plan
- Effectiveness of the Panel
- Approval of the statement of accounts
- External audit – annual audit and inspection letter
- Countering fraud / delivery of the anti-fraud & corruption framework

### December 2013

- Assurance mapping
  - Risk management
- Progress on issues raised in the Annual Governance Statement
- Review of the risk management strategy
- Internal Audit interim progress report
- Housing Benefit fraud investigation activity
- Whistleblowing : policy review & investigations
- National Fraud Initiative

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

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