

WORK PROGRAMME & TRAINING
(Report by the Assistant Director Finance & Resources)

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).
- 1.4 Panel Members have been circulated details of a training event organised by Hertfordshire County Council.
- 1.5 Panel will be aware that the meeting to discuss assurance mapping and how that will support the annual governance statement has not been held. It is anticipated that the meeting will be held before the July meeting, when the draft annual governance statement will be discussed.

2. RECOMMENDATION

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

BACKGROUND INFORMATION

None

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Anticipated Work Programme

24 July 2013

- Assurance mapping
- Feedback – annual report
- Internal audit annual report & opinion
- Effectiveness of the Panel
- Draft Annual Governance Statement

26 September 2013

- Assurance mapping
- Approval of the statement of accounts
- Approval of the Annual Governance Statement
- External audit – ISA 260 report

27 November 2013

- Assurance mapping
- Internal Audit interim progress report
- Housing Benefit fraud investigation activity
- Whistleblowing : policy review & investigations
- National Fraud Initiative

29 January 2014

- Assurance mapping
- Progress on issues raised in the Annual Governance Statement
- Review of the risk management strategy
- Review of the anti-fraud & corruption strategy

26 March 2014

- Assurance mapping
- Review of Council constitution
 - Code of financial management
 - Code of procurement
- Internal Audit Plan
- External Audit
 - Audit plan
 - Grant claims

May 2014

- Assurance mapping
- Review of the internal audit service
- Internal audit annual report & opinion

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	