

**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 An informal meeting of the Panel will be held in August to discuss the annual governance statement before it is finalised and presented to the September meeting.

**2. RECOMMENDATION**

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

**BACKGROUND INFORMATION**

None

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**Anticipated Work Programme**

**26 September 2013**

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

**27 November 2013**

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

**29 January 2014**

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

**26 March 2014**

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

**May 2014**

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

**July 2014**

- Feedback – annual report
- Draft Annual Governance Statement
- Assurance mapping

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	