

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Work Programme & Training  
**Meeting/Date:** Corporate Governance Panel – 27 November 2013  
**Executive Portfolio:** Resources: Councillor J A Gray  
**Report by:** Internal Audit Manager  
**Ward(s) affected:** All Wards

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**Executive Summary:**

The anticipated work programme for the Panel for the next year is shown at Appendix 1.

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.

Training can be provided by appropriate officers, external audit or external trainers (subject to budgetary constraints).

***Financial implications***

There are no financial implications.

**Recommendation(s):**

It is recommended that Panel consider what training is to be provided prior to the January meeting.

**Background papers**

None

**Contact Officer**

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## Anticipated Work Programme

### 29 January 2014

- Internal Audit interim progress report
- Progress on introducing external audit recommendations
- Progress on issues raised in the Annual Governance Statement
- Review of the anti-fraud & corruption strategy
- Corporate Fraud Team investigation activity
- Whistleblowing concerns received
- National Fraud Initiative
- Internal Audit opinions

### 26 March 2014

- Review of Council constitution
  - Code of financial management
  - Code of procurement
- Internal Audit Plan
- External Audit: Audit plan and grant claims
- Employee handbook/code of conduct
- Corporate Board and assurance mapping
- Risk register review

### May 2014

- Review of the internal audit service
- Internal audit annual report & opinion
- Effectiveness review of Licensing and Protection Panels

### July 2014

- Annual report - Feedback
- Preparing the Annual Governance Statement
- Corporate Board and assurance mapping

### September 2014

- Approval of the statement of accounts
- Approval of the Annual Governance Statement
- External audit – ISA 260 report
- Effectiveness of the Panel
- Risk register review

### November 2014

- Corporate Fraud Team investigation activity
- Whistleblowing : policy review & investigations
- Corporate Board and assurance mapping
- Annual reports – Freedom of Information
  - Business Continuity Planning
- Internal Audit progress report

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	National Fraud Initiative (expected Nov 2014)
External audit recommendations	Effectiveness reviews of Panels/Committees
Constitutional matters	Other governance matters (e.g. equality)