

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Work Programme & Training
Meeting/Date: Corporate Governance Panel – 14 May 2014
Executive Portfolio: Resources: Councillor J A Gray
Report by: Internal Audit & Risk Manager
Ward(s) affected: All Wards

Executive Summary

The anticipated work programme for the Panel for the next year is shown at Appendix 1. This is based upon the Panel's current terms of reference.

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).

The outline of a formal training day for Panel members has been agreed with a number of 'expert' speakers. It is expected that the training will be provided shortly after Panel membership for the 2014/15 municipal year has been determined. Chief Financial Officers from other Cambridgeshire authorities have requested that their Panel members be invited to the training. If Panel are agreeable to this, then arrangements will be made to invite others and a small delegate fee charged to cover the costs associated with the event.

Financial implications

The costs associated with the external training day are expected to be less than £1000 and will be funded from existing budgets. If external delegates attend and depending on their number, it is anticipated that the Council's costs will be further reduced.

Recommendation

It is recommended that the Panel:

- a. Consider what training is to be provided prior to the July meeting.
- b. Invite colleagues from other Cambridgeshire authorities to the training event.

Background papers

None

Contact Officer

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Anticipated Work Programme

July 2014

Preparing the Annual Governance Statement
Effectiveness review of Licensing Committee
Internal Audit Plan
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

Whistleblowing : policy review & investigations
Annual reports – Freedom of Information
– Business Continuity Planning
Internal Audit interim progress report

January 2015

Progress on introducing external audit recommendations
External Audit: Grant certification
Review of the anti-fraud & corruption strategy
Whistleblowing concerns received
National Fraud Initiative

March 2015

Review of Council constitution incl.
Code of financial management
Code of procurement
Employee code of conduct
Internal Audit Plan
External Audit: Audit plan and grant claims
Risk register review

May 2015

Review of the internal audit service
Internal audit annual report & opinion
Progress on issues raised in the Annual Governance Statement
Corporate Fraud Team investigation activity

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

Ombudsman reviews	Money laundering and bribery
Accounting policies	National Fraud Initiative
External audit recommendations	Effectiveness reviews of Panels/Committees
Constitutional matters	Other governance matters (e.g. equality)
Employee's code of conduct	