

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Work Programme & Training
Meeting/Date: Corporate Governance Panel – 25 September 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.

The formal Panel training day was held on Thursday 11 September. 3 Members of the Panel attended. In total there were 25 delegates (13 Members and 12 Officers). Feedback suggests that the day was a success.

Financial implications

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

Recommendation

It is recommended that the Panel consider:

- a) what training they wish to receive prior to the November meeting; and
- b) any training needs identified from the formal Panel training day.

Background papers

None

Contact Officer

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Anticipated Work Programme

November 2014

Whistleblowing : policy review & investigations
 Whistleblowing concerns received
 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

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
 Progress on issues raised in the Annual Governance Statement

May 2015

Review of the internal audit service
 Internal audit annual report & opinion
 Corporate Fraud Team investigation activity
 Corporate Board and assurance mapping

July 2015

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

September 2015

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

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

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