

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Work Programme & Training
Meeting/Date: Corporate Governance Panel – 3 June 2015
Executive Portfolio: Resources: Councillor J A Gray
Report by: Internal Audit & Risk Manager
Ward(s) affected: All Wards

Executive Summary

The anticipated programme of work of the Panel for the next year is shown at Appendix 1. This is based upon the Panel's current terms of reference and the need for Panel to obtain assurance over the Council's governance arrangements prior to them approving the annual governance statement.

A training programme has also been prepared, based upon the Panel's current terms of reference . This can be found at Appendix 2. The programme includes a general induction session that aims to give Panel members a general oversight of governance structures and an introduction to their programme of work and list more specific training that will cover a number of themes or areas. The training will be held immediately prior to the Panel meeting and run for approximately 45-60 minutes.

The induction training will be held immediately prior to the July meeting.

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 note the programme of work and approve the training programme.

Background papers

None

Contact Officer

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Anticipated Programme of Work

July 2015

Preparing the 2014/15 annual governance statement
 Review of the internal audit service and charter
 Internal audit annual report & opinion
 Assurance mapping
 Implementation of agreed audit actions

September 2015

Risk management
 Annual effectiveness review of the Panel and annual report to Council
 Approval of the statement of accounts
 Approval of the 2014/15 annual governance statement
 External audit – ISA 260 report
 Implementation of agreed audit actions

December 2015

External Audit – annual audit letter
 Annual reports – freedom of Information
 – business continuity planning
 Internal audit interim progress report
 Implementation of agreed audit actions
 Programme of anti-fraud & corruption work.

January 2016

Progress on introducing external audit recommendations
 External audit: grant certification
 Implementation of agreed audit actions

March 2016

Review of Council constitution incl.
 Code of financial management
 Code of procurement
 Internal audit plan and review of charter
 External audit: audit plan and grant claims
 Risk management
 Progress on issues raised in the 2014/15 annual governance statement
 Implementation of agreed audit actions

June 2016

Effectiveness of the Panel
 Corporate fraud team investigation activity
 Whistleblowing : policy review & concerns received
 Implementation of agreed audit actions

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	

Training Programme

Induction training to cover:

- Legislative requirements
- Roles and responsibilities of Panel members and terms of reference
- Annual governance statement process
- Panel's terms of reference
- Annual work programme
 - Counter fraud
 - Internal/external audit
 - Risk management
 - Financial statements
- Evaluation of Panel's own effectiveness and annual report to Council

Training across themes/areas

- | | |
|---|---|
| Code of Corporate Governance | <ul style="list-style-type: none"> • 6 principles • Governance boards • The annual governance statement process |
| Regulatory & compliance framework | <ul style="list-style-type: none"> • Data protection • Freedom of Information • Regulation of Investigatory Powers • Information security |
| Risk management | <ul style="list-style-type: none"> • Risk strategy • Risk identification, evaluation and control • Differing member roles • Timely indicators of things going wrong • Shared service/partnership/project risk management |
| Internal audit | <ul style="list-style-type: none"> • Internal audit charter • Professional standards • The audit process • Annual opinion and report |
| External audit | <ul style="list-style-type: none"> • Appointment • Work plan • Statutory reporting • Certification of grant claims |
| Final accounts
<i>(joint training session with
Overview & Scrutiny
(Economic))</i> | <ul style="list-style-type: none"> • Understanding the Council's financial statements • Accounting standards • Accounting policies • Accuracy of budgeting and in-year forecasting. |
| Fraud & corruption | <ul style="list-style-type: none"> • Whistleblowing – process and reporting • Publicity • Fraud & corruption strategy and action plan • Corporate fraud team / fraud hub |