HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Work Programme & Training

Meeting/Date: Corporate Governance Panel – 15 July 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 for the Panel was agreed at the June meeting (Appendix 2). It is proposed that training will be provided on the final accounts process prior to the September meeting. This will be a joint training session with Overview and Scrutiny (Economic) Panel.

Training in December will consider the regulatory and compliance framework across the Council.

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 the programme of work and the training that is proposed.

Background papers
None

Contact Officer
David Harwood. Internal Audit & Risk Manager
Tel No. 01480 388115

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Anticipated Programme of Work

September 2015
        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
        Risk management

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
        Preparing the 2015/16 annual governance statement
        Implementation of agreed audit actions

June 2016
        Annual effectiveness review of the Panel and annual report to Council
        Corporate fraud team investigation activity
        Whistleblowing : policy review & concerns received
        Implementation of agreed audit actions

July 2016
        Review of the internal audit service and charter
        Internal audit annual report & opinion
        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	• 6 principles • Governance boards • The annual governance statement process
Regulatory & compliance framework	• Data protection • Freedom of Information • Regulation of Investigatory Powers • Information security
Risk management	• Risk strategy • Risk identification, evaluation and control • Differing member roles • Timely indicators of things going wrong • Shared service/partnership/project risk management
Internal audit	• Internal audit charter • Professional standards • The audit process • Annual opinion and report
External audit	• Appointment • Work plan • Statutory reporting • Certification of grant claims
Final accounts *(joint training session with Overview & Scrutiny (Economic)*	• Understanding the Council's financial statements • Accounting standards • Accounting policies • Accuracy of budgeting and in-year forecasting.
Fraud & corruption	• Whistleblowing – process and reporting • Publicity • Fraud & corruption strategy and action plan • Corporate fraud team / fraud hub