

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Work Programme & Training
Meeting/Date: Corporate Governance Panel – 16 September 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.

At the July meeting, it was agreed that training before the December meeting would focus on procurement. It is proposed that training in March 2016 will focus upon the new constitution.

Following discussions between the Panel Chairman and the Managing Director it has been agreed that a report will be presented to the Panel in December that discusses the future role for the Panel and the possible focus for future works. Depending on the outcome of the discussions on that report, both the work plan of the Panel and future training requirements may need to be amended.

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 the training that is proposed for March 2016.

Background papers

None

Contact Officer

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Anticipated Programme of Work

December 2015

- External Audit – annual audit letter
 - grant certification 2014/15
- Annual reports – freedom of Information
 - business continuity planning
- Internal audit interim progress report
- Programme of anti-fraud & corruption work.
- Implementation of agreed audit actions

March 2016

- Progress on introducing external audit recommendations 2014/15
- External audit: audit plan and grant claims
- Accounting policies
- Internal audit plan
- Progress on issues raised in the 2014/15 annual governance statement
- Risk management
- Implementation of agreed audit actions

June 2016

- Review of the internal audit service and charter
- Internal audit annual report & opinion
- Corporate fraud team investigation activity
- Whistleblowing : policy review & concerns received
- Implementation of agreed audit actions

July 2016

- Annual effectiveness review of the Panel and annual Panel report to Council
- Approval of the 2015/16 annual governance statement
- Implementation of agreed audit actions

September 2016

- Approval of the statement of accounts
- External audit – ISA 260 report
- Risk management
- Implementation of agreed audit actions

In addition to the items listed above, reports may also be required to be submitted on an ad-hoc basis (e.g. effectiveness reviews of Panels/Committees, constitution matters).