# Public Key Decision - No

#### **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

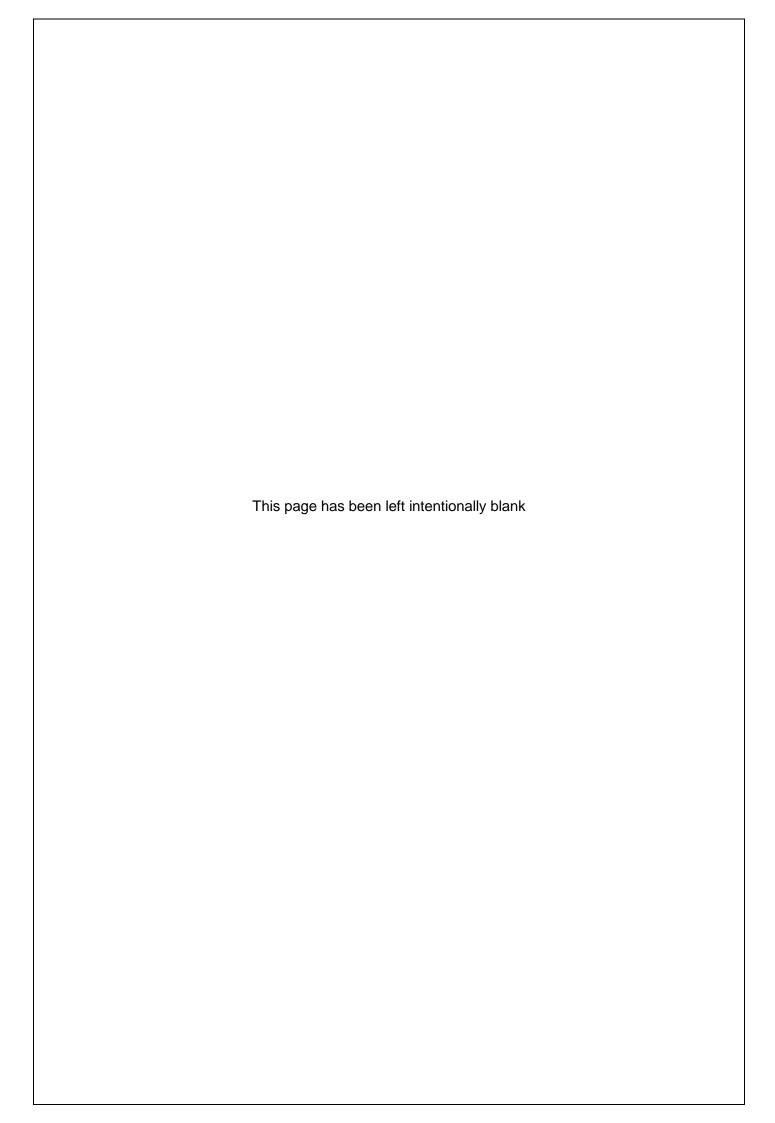
It is recommended that the Panel note the programme of work and the training that is proposed for March 2016.

# **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).