

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Work Programme & Training  
**Meeting/Date:** Corporate Governance Panel – 2 December 2015  
**Executive Portfolio:** Resources: Councillor J A Gray  
**Report by:** Internal Audit & Risk Manager  
**Ward(s) affected:** All Wards

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**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 September meeting it was proposed that the training session in advance of the March 2016 meeting would consider the new constitution. It is proposed that training prior to the June Panel meeting will focus on work undertaken to manage the risk of fraud and corruption, and in July consider the role of internal audit.

Panel will also be aware that following discussions between the Panel Chairman and the Managing Director it was agreed that a report would be presented to this meeting that discussed options for a future work programme. Due to other commitments on Officer time and with the agreement of the Panel Chairman, that report has had to be deferred. It will be presented to the Panel in March 2016.

**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 the March, June and July 2016 Panel meetings.

**Background papers**

None

**Contact Officer**

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**Anticipated Programme of Work****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

**December 2016**

External Audit – annual audit letter  
– grant certification 2015/16  
Annual reports – freedom of Information  
– business continuity planning  
Internal audit interim progress report  
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).