

# FAREHAM

BOROUGH COUNCIL

## Report to Audit and Governance Committee

**Date**                    **23 November 2015**

**Report of:**            **Head of Finance and Audit**

**Subject:**                **REVIEW OF WORK PROGRAMME AND TRAINING PLAN**

### **SUMMARY**

This report reviews the current Work Programme and training plan for the Committee.

### **RECOMMENDATION**

That the Work Programme for the rest of the year, as shown in Appendix A, is approved.

## **INTRODUCTION**

1. This report brings the latest work programme for review by the Committee.

## **WORK PROGRAMME 2015/16**

2. The work programme for the year has been updated, as shown in Appendix A. This shows the reports expected in relation to each of the functions of the Committee along with an update on the delivery of the programme.
3. Three changes have been made to the programme as follows:
  - The revised Sanctions and Redress Policy has been delayed but it is hoped it will now be presented at the March 2016 committee.
  - An additional report has been included on the November agenda covering some proposed changes to a few of the Council's Financial Regulations.
  - An additional report has been included on the November agenda concerning two Updates to the Constitution.

## **TRAINING PLAN**

4. There are currently no bespoke training sessions planned for this committee other than as part of the normal member induction and development programme.

## **RISK ASSESSMENT**

5. There are no significant risk considerations in relation to this report.

**Background Papers:** None

**Reference Papers:** Minutes of and reports to Audit and Governance Committee for the Municipal Year 2015/16

### **Appendices:**

[Appendix A](#) – Audit and Governance Committee Work Programme 2015/16 as at November 2016.

### **Enquiries:**

For further information on this report please contact Elaine Hammell. (Ext 4344)

## WORK PROGRAMME FOR 2015/16

Committee Function and Report Subject		Frequency	Last Reviewed	June 2015	September 2015	November 2015	March 2016
<b>COMMITTEE WORKING ARRANGEMENTS</b>							
Review of Work Programme and training plan		Quarterly	2015-16	Completed	Completed	Completed	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2013-14				
Review of the Constitution		As needed	2014-15			Extra - completed	
<b>ETHICAL FRAMEWORK AND STANDARDS</b>							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2013-14			Completed as part of Updates to Constitution	
	Review of member / officer protocol	As needed	2008-09				
	<b>Overview of Complaints against the Council</b>	Annual	2015-16		Completed		
Member Training and Development	<b>Review of Members Training and Development and Determination of Programme</b>	Annual	2015-16	Postponed to Sept	Completed		
<b>GOVERNANCE FRAMEWORK</b>							
Framework	Local Code of Corporate Governance	As needed	2012-13				
	<b>Annual Governance Statement</b>	Annual	2015-16		Completed		
Key Policy	<b>Review of Financial Regulations</b>	3 yearly	2014-15	Postponed		Extra - completed	
	<b>Review of Contract Procedure Rules</b>	3 yearly	2013-14	Postponed			
	<b>Treasury Management Policy and Strategy</b>	Annual	2014-15			Completed	YES- Policy and indicators
Risk Management	Policy and Strategy	As needed	2012-13				
	<b>Risk Management Progress Reports</b>	6 monthly	2014-15		Postponed		YES
	Business Continuity	3 yearly	2014-15				
	Specific Risk Management topics	As needed	None				
Counter Fraud	Benefits Anti-Fraud and Corruption Policy	As needed	2013-14				
	Counter Fraud Policy and Strategy	3 yearly	2013-14				
	Anti-Bribery Policy	As needed	2011-12				
	<b>Sanctions and Redress Policy</b>	As needed	2008-09			Postponed	YES
	<b>Counter Fraud Progress</b>	6 monthly	2015-16	Completed		Completed	

<b>Committee Function and Report Subject</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>June 2015</b>	<b>September 2015</b>	<b>November 2015</b>	<b>March 2016</b>
<b>INTERNAL AUDIT ASSURANCE</b>						
Internal Audit Strategy	3 yearly	2014-15				
<b>Internal Audit Annual Plan</b>	Annual	2014-15				YES
<b>Quarterly Audit Reports</b>	Quarterly	2015-16	Completed	Completed	Completed	YES
<b>Head of Audit's Annual Opinion</b>	Annual	2015-16	Postponed to Sept	Completed		
<b>EXTERNAL ASSURANCE</b>						
<b>Annual Plan and Fee</b>	Annual	2015-16	Completed (2 reports)			
<b>Annual Audit Letter</b>	Annual	2014-15			Completed	
<b>Annual Certification Report</b>	Annual	2014-15				YES
Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
<b>STATEMENT OF ACCOUNTS</b>						
<b>Statement of Accounts</b>	Annual	2015-16		Completed		
<b>External Audit - Audit Results Report</b>	Annual	2015-16		Completed		
<b>OTHER</b>						
Updates on legal issues	As needed	2014-15				
Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items			5	8	7	7