

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date 19 September 2016

Report of: Head of Finance and Audit

Subject: REVIEW OF WORK PROGRAMME

SUMMARY

This report reviews the current work programme 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 2016/17

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 to date.
3. Four changes to the programme are proposed, as follows:
 - (a) as agreed at the last meeting, there will no longer be an interim counter fraud progress report in November;
 - (b) an extra item has been included for the November meeting to cover proposed minor changes to Financial Regulations;
 - (c) an extra item has been included for the November meeting for members to consider and recommend to Full Council their preferred approach for the appointment of the Council's next external auditors;
 - (d) an extra item is proposed for the November meeting in order to bring to the committee an updated "Local Code of Governance" which meets the requirements of the latest CIPFA/SOLACE guidance "Delivering Good Governance in Local Government 2016".
4. Members should also note that, as part of the current work programme work, a review is being carried out to apply systems thinking to our approach to risk management and to develop a revised policy to be presented to this committee. As part of the review, members of the committee have been asked to comment on the current list of risks that feature on the Council's Corporate Risk Register, and to consider which risks they may wish to receive a specific briefing on as part of the work programme going forward.
5. There is currently one training event for the Committee scheduled for November, which is to be delivered by the Council's new Treasury Management advisors.

RISK ASSESSMENT

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

CONCLUSION

7. The work programme in place is appropriate to meet the responsibilities of the Committee

Background Papers: None

Reference Papers: Report to the Audit and Governance Committee – 27 June 2016 - Audit and Governance Committee Work Programme

Appendices: [Appendix A](#) – Audit and Governance Committee Work Programme 2016/17 as at September 2016.

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

WORK PROGRAMME FOR 2016/17

Committee Function and Report Subject		Frequency	Last Covered	June 2016	September 2016	November 2016	March 2017
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2016-17	Completed	Completed	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2013-14		Completed		
Review of the Constitution		As needed	2013-14				
ETHICAL FRAMEWORK AND STANDARDS							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	Overview of Complaints against the Council	Annual	2015-16		Completed		
Member Training and Development	Review of Members Training and Development Programme	As needed	2015-16				
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	As needed	2012-13			YES - Extra	
	Annual Governance Statement	Annual	2016-17	Completed - brought forward from September			
Key Policy	Review of Financial Regulations	3 yearly	2015-16			YES - Extra	
	Review of Contract Procedure Rules	3 yearly	2013-14				YES
	Treasury Management Policy and Strategy	Annual	2015-16			YES- implementation	YES- Policy and indicators
Risk Management	Policy	As needed	2012-13			YES	
	Risk Management Progress Reports	TBC	2014-15				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				
	Sanctions and Redress Policy	As needed	2008-09	Completed			
	Counter Fraud Progress	6 monthly	2015-16	Completed		Cancelled	

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INTERNAL AUDIT ASSURANCE						
Internal Audit Strategy	3 yearly	2014-15				
Internal Audit Annual Plan	Annual	2015-16				YES
Quarterly Audit Reports	Quarterly	2016-17	Completed	Completed	YES	YES
Head of Audit's Annual Opinion	Annual	2016-17	Completed			
EXTERNAL ASSURANCE						
Changes to Arrangements for Appointment of External Auditors	As needed	None			YES - Extra	
Annual Plan and Fee	Annual	2016-17	Completed			YES
Annual Audit Letter	Annual	2015-16			YES	
Annual Certification Report	Annual	2015-16				YES
Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
STATEMENT OF ACCOUNTS						
Statement of Accounts	Annual	2015-16		Completed		
External Audit – Audit Results Report	Annual	2015-16		Completed		
OTHER						
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			7	6	8	8