

# FAREHAM

## BOROUGH COUNCIL

### **Report to Audit and Governance Committee**

**Date**                    **28 November 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. There have been three changes to the programme, as follows:
  - (a) An extra item has been added to the November agenda to bring a revised version of the Scheme of Delegation to the Committee for comment.
  - (b) Full approval of the Risk Management Policy has been postponed until March 2017. However, a presentation on the work and thoughts being used to inform the policy for member comment has been included on the November agenda.
  - (c) An extra item has been added to the March agenda to give a verbal update on the arrangements for the appointment of the external auditors.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

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

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

**Background Papers:** None

**Reference Papers:** Report to the Audit and Governance Committee – 19 September 2016 - Audit and Governance Committee Work Programme

**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
<b>COMMITTEE WORKING ARRANGEMENTS</b>							
Review of Work Programme and training plan		Quarterly	2016-17	Completed	Completed	Completed	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2016-17		Completed		
Review of the Constitution		As needed	2013-14			Completed – extra (scheme of delegation)	
<b>ETHICAL FRAMEWORK AND STANDARDS</b>							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	<b>Overview of Complaints against the Council</b>	Annual	2016-17		Completed		
Member Training and Development	Review of Members Training and Development Programme	As needed	2015-16				
<b>GOVERNANCE FRAMEWORK</b>							
Framework	<b>Local Code of Corporate Governance</b>	As needed	2012-13			Completed	
	<b>Annual Governance Statement</b>	Annual	2016-17	Completed - brought forward from September			
Key Policy	<b>Review of Financial Regulations</b>	3 yearly	2015-16			Completed	
	<b>Review of Contract Procedure Rules</b>	3 yearly	2013-14				YES
	<b>Treasury Management Policy and Strategy</b>	Annual	2015-16			Completed	YES- Policy and indicators
Risk Management	<b>Policy</b>	As needed	2012-13			Update only	YES – postponed from November
	<b>Risk Management Progress Reports</b>	TBC	2014-15				YES
	Business Continuity	3 yearly	2014-15				
	Specific Risk Management topics	As needed	None				
Counter Fraud	<b>Counter Fraud Policy and Strategy</b>	3 yearly	2016-17	Completed as part of sanctions			

Committee Function and Report Subject		Frequency	Last Covered	June 2016	September 2016	November 2016	March 2017
				policy			
	Anti-Bribery Policy	As needed	2011-12				
	<b>Sanctions and Redress Policy</b>	As needed	2016-17	Completed			
	<b>Counter Fraud Progress</b>	Annually	2016-17	Completed		Cancelled	
<b>INTERNAL AUDIT ASSURANCE</b>							
	Internal Audit Strategy	3 yearly	2014-15				
	<b>Internal Audit Annual Plan</b>	Annual	2015-16				<b>YES</b>
	<b>Quarterly Audit Reports</b>	Quarterly	2016-17	Completed	Completed	Completed	<b>YES</b>
	<b>Head of Audit's Annual Opinion</b>	Annual	2016-17	Completed			
<b>EXTERNAL ASSURANCE</b>							
	<b>Changes to Arrangements for Appointment of External Auditors</b>	As needed	None			Completed	Update - extra
	<b>Annual Plan and Fee</b>	Annual	2016-17	Completed			<b>YES</b>
	<b>Annual Audit Letter</b>	Annual	2015-16			Completed	
	<b>Annual Certification Report</b>	Annual	2015-16				<b>YES</b>
	Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
<b>STATEMENT OF ACCOUNTS</b>							
	<b>Statement of Accounts</b>	Annual	2016-17		Completed		
	<b>External Audit – Audit Results Report</b>	Annual	2016-17		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				8	6	9	9