

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **27 November 2017**

**Report of:**        **Director of Finance and Resources**

**Subject:**           **REVIEW OF WORK PROGRAMME**

#### **SUMMARY**

This report reviews the current work programme for the Committee.

#### **RECOMMENDATION**

It is recommended that the work programme for the rest of the municipal year, as shown in [Appendix A](#), be approved.

## **INTRODUCTION**

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

## **WORK PROGRAMME 2017/18**

2. The work programme for the year is 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 two changes to the programme, as follows:
  - (a) An extra item has been added to the November agenda to update the Committee on the new General Data Protection Regulations that come into effect in May 2018.
  - (b) The revised Contract Procedure Rules and the Financial Regulation for Procurement, due at the November meeting, have been postponed. However, an extra item has been added to the November agenda to update the Committee on the work that has been carried out reviewing the Council's procurement process which will influence the changes to be made to the Council's rules. An update on the progress made on revising the rules has been scheduled for the March meeting.

## **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 2017/18 as at November 2017.

**Background Papers:** None

**Reference Papers:** Report to the Audit and Governance Committee – 13 March 2017 - Annual Audit and Governance Committee Report, Work Programme and Training Plan

## **Enquiries:**

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

## APPENDIX A

### WORK PROGRAMME FOR 2017/18

Committee Function and Report Subject		Frequency	Last Covered	July 2017	September 2017	November 2017	March 2018
<b>COMMITTEE WORKING ARRANGEMENTS</b>							
<b>Review of Work Programme and training plan</b>		Quarterly	2017-18	Completed	Completed	Completed	<b>YES and Annual Report</b>
Review of the Functions of the Committee		3 yearly	2016-7				
Review of the Constitution		As needed	2016-7				
<b>ETHICAL FRAMEWORK AND STANDARDS</b>							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-6				
	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	Local Code of Corporate Governance	As needed	2016-17				
	<b>Annual Governance Statement</b>	Annual	2017-18	Completed			
Key Policy	<b>Review of Financial Regulations</b>	3 yearly	2017-18	Extra report		Postponed	<b>YES</b>
	<b>Review of Contract Procedure Rules</b>	3 yearly	2013-14			Postponed	<b>YES</b>
	<b>Vanguard review of the Council's procurement process</b>	As needed	2017-18			Extra (verbal update)	
	<b>Treasury Management Policy and Strategy</b>	Annual	2016-17			<b>YES</b>	<b>YES- Policy and indicators</b>
Risk Management	Policy	As needed	2016-17				
	<b>Risk Management Monitoring Reports</b>	6 monthly	2014-15		Completed		<b>YES</b>
	Business Continuity	3 yearly	2014-15				
	Specific Risk Management topics	As needed	None				
Counter Fraud	Counter Fraud Policy and Strategy	3 yearly	2016-17				
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	As needed	2016-17				
	<b>Counter Fraud Progress</b>	Annually	2016-17	Postponed to Sept	Completed		

Committee Function and Report Subject	Frequency	Last Covered	July 2017	September 2017	November 2017	March 2018
<b>INTERNAL AUDIT ASSURANCE</b>						
Internal Audit Strategy	3 yearly	2014-15				
Internal Audit Annual Plan	Annual	2015-16				YES
Quarterly Audit Reports	Quarterly	2017-18	Completed	Completed	YES	YES
Head of Audit's Annual Opinion	Annual	2017-18	Completed			
<b>EXTERNAL ASSURANCE</b>						
Update on Arrangements for Appointment of External Auditors	As needed	None		Completed (verbal update)		
Annual Plan and Fee	Annual	2016-17				YES
External Audit Progress Update	Annual	2017-18	Completed			
Annual Audit Letter	Annual	2016-17			YES	
Annual Certification Report	Annual	2016-17				YES
Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
<b>STATEMENT OF ACCOUNTS</b>						
Statement of Accounts	Annual	2017-18	Completed	Completed		
External Audit – Audit Results Report	Annual	2017-18		Completed		
<b>OTHER</b>						
Updates on legal issues	As needed	2014-15			Extra - GDPR	
Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items			7	8	6	9