

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date **29 June 2015**

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

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 to date.
3. 4 changes have been made to the programme as follows:
 - The review of Contract Procedure Rules and the last Financial Regulation on Procurement has been postponed for the time being. The Council will be carrying out a Vanguard review of the whole Procure to Pay process in 2015/16. This will be used to inform any changes in policy that are warranted.
 - The review of Members Training and Development and Determination of Programme has been postponed to the next meeting.
 - The Head of Audits Annual report has been postponed to the next meeting to allow more of the 2014/15 plan to be finalised to inform the opinion contained.

TRAINING PLAN

4. Members have requested that a session on the Annual Governance Statement (AGS) is delivered in 2015/16. This is planned for September when the AGS is on the committee's agenda.

RISK ASSESSMENT

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

CONCLUSION

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

Background Papers: None

Reference Papers: Minutes of and reports to Audit and Governance Committee for the Municipal Year 2014/15

Appendices:

[Appendix A](#) – Audit and Governance Committee Work Programme 2015/16 as at June 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
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2014-15	Completed	YES	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2013-14				
Review of the Constitution		As needed	2013-14				
ETHICAL FRAMEWORK AND STANDARDS							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2013-14				
	Review of member / officer protocol	As needed	2008-09				
	Overview of Complaints against the Council	Annual	2014-15		YES		
Member Training and Development	Review of Members Training and Development and Determination of Programme	Annual	2014-15	Postponed to Sept	Postponed from June		
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	As needed	2012-13				
	Annual Governance Statement	Annual	2014-15		YES		
Key Policy	Review of Financial Regulations	3 yearly	2014-15	Postponed			
	Review of Contract Procedure Rules	3 yearly	2013-14	Postponed			
	Treasury Management Policy and Strategy	Annual	2014-15			YES- implementation	YES- Policy and indicators
Risk Management	Policy and Strategy	As needed	2012-13				
	Risk Management Progress Reports	6 monthly	2014-15		YES		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			YES	
	Counter Fraud Progress	6 monthly	2014-15	Completed		YES	

Committee Function and Report Subject	Frequency	Last Reviewed	June 2015	September 2015	November 2015	March 2016
INTERNAL AUDIT ASSURANCE						
Internal Audit Strategy	3 yearly	2014-15				
Internal Audit Annual Plan	Annual	2014-15				YES
Quarterly Audit Reports	Quarterly	2014-15	Completed	YES	YES	YES
Head of Audit's Annual Opinion	Annual	2014-15	Postponed to Sept	Postponed from June		
EXTERNAL ASSURANCE						
Annual Plan and Fee	Annual	2014-15	Completed (2 reports)			
Annual Audit Letter	Annual	2014-15			YES	
Annual Certification Report	Annual	2014-15				YES
Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
STATEMENT OF ACCOUNTS						
Statement of Accounts	Annual	2014-15		YES		
External Audit Annual Governance Report	Annual	2014-15		YES		
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			5	9	6	6