

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date 21 September 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. One change has been made to the programme as follows:
 - The six-monthly progress report on the Corporate Risk register has been postponed as we are currently challenging our risk management framework using “system thinking” principles.

TRAINING PLAN

4. The training session on the Annual Governance Statement (AGS) will be delivered before this meeting.

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 2015/16

Appendices:

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

Enquiries:

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

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	2015-16	Completed	Completed	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		Completed		
Member Training and Development	Review of Members Training and Development and Determination of Programme	Annual	2014-15	Postponed to Sept	Completed		
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	As needed	2012-13				
	Annual Governance Statement	Annual	2014-15		Completed		
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		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				
	Sanctions and Redress Policy	As needed	2008-09			YES	
	Counter Fraud Progress	6 monthly	2015-16	Completed		YES	
INTERNAL AUDIT ASSURANCE							
Internal Audit Strategy		3 yearly	2014-15				

Committee Function and Report Subject	Frequency	Last Reviewed	June 2015	September 2015	November 2015	March 2016
Internal Audit Annual Plan	Annual	2014-15				YES
Quarterly Audit Reports	Quarterly	2015-16	Completed	Completed	YES	YES
Head of Audit's Annual Opinion	Annual	2014-15	Postponed to Sept	Completed		
EXTERNAL ASSURANCE						
Annual Plan and Fee	Annual	2015-16	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		Completed		
External Audit Audit Results Report	Annual	2014-15		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			5	8	6	6