

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date 17 July 2017

Report of: Head of Finance and Audit

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 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 two changes to the programme, as follows:
 - (a) An extra item has been added to the July agenda to bring a revised version of Financial Regulation 19 (Income and Banking) for comment in relation to who can approve debt write-offs;
 - (b) The annual Counter Fraud Report has been postponed until the next 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 June 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)

WORK PROGRAMME FOR 2017/18

Committee Function and Report Subject		Frequency	Last Covered	July 2017	September 2017	November 2017	March 2018
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2016-17	Completed	YES	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2016 -17				
Review of the Constitution		As needed	2016-17				
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	2016-17		YES		
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	2016-17				
	Annual Governance Statement	Annual	2016-17	Completed			
Key Policy	Review of Financial Regulations	3 yearly	2016-17	Extra report		YES – FR15	
	Review of Contract Procedure Rules	3 yearly	2013-14			YES	
	Treasury Management Policy and Strategy	Annual	2016-17			YES	YES- Policy and indicators
Risk Management	Policy	As needed	2016-17				
	Risk Management Monitoring Reports	6 monthly	2014-15		YES		YES
	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				
	Counter Fraud Progress	Annually	2016-17	Postponed to Sept	Moved from July meeting		
INTERNAL AUDIT ASSURANCE							
Internal Audit Strategy		3 yearly	2014-15				

Committee Function and Report Subject	Frequency	Last Covered	July 2017	September 2017	November 2017	March 2018
Internal Audit Annual Plan	Annual	2015-16				YES
Quarterly Audit Reports	Quarterly	2016-17	Completed	YES	YES	YES
Head of Audit's Annual Opinion	Annual	2016-17	Completed			
EXTERNAL ASSURANCE						
Update on Arrangements for Appointment of External Auditors	As needed	None		YES		
Annual Plan and Fee	Annual	2016-17				YES
External Audit Progress Update	Annual	New	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)				
STATEMENT OF ACCOUNTS						
Statement of Accounts	Annual	2016-17	Completed			
External Audit – Audit Results Report	Annual	2016-17		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			7	7	6	7