

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date: 17 September 2018

Report of: Director of Finance and Resources

Subject: REVIEW OF WORK PROGRAMME FOR 2018/19

SUMMARY

This report reviews the current work programme for the Committee.

RECOMMENDATION

It is recommended that the Committee approve the work programme for the rest of the municipal year, as shown in Appendix A.

INTRODUCTION

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

WORK PROGRAMME 2018/19

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 both relating to reports from the External Auditors (Annual Audit letter and Certification report) which are now scheduled to be presented at earlier meetings (September and November respectively).

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 2018/19 as at September 2018.

Background Papers: None

Reference Papers: Report to the Audit and Governance Committee – 12 March 2018 - 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 2018/19

Committee Function and Report Subject		Frequency	Last Covered	July 2018	September 2018	November 2018	March 2019
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2018-19	Completed	Completed	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2016-17				
Review of the Constitution		As needed	2017-18				
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	2018-19		Completed		
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	2018-19	Completed			
Key Policy	Review of Financial Regulations	3 yearly	2018-19	Completed early			
	Review of Contract Procedure Rules	3 yearly	2018-19				
	Treasury Management Policy and Strategy	Annual	2017-18			YES	YES - Policy and indicators
Risk Management	Policy	As needed	2016-17				
	Risk Management Monitoring Reports	6 monthly	2018-19		Completed		YES
	Business Continuity	3 yearly	2014-15			YES	
	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 Annual Report	Annually	2018-19	Completed			
INTERNAL AUDIT ASSURANCE							

Committee Function and Report Subject	Frequency	Last Covered	July 2018	September 2018	November 2018	March 2019
Internal Audit Strategy	3 yearly	2014-15				YES
Internal Audit Annual Plan	Annual	2017-18				YES
Quarterly Audit Reports	Quarterly	2018-19	Completed	Completed	YES	YES
Head of Audit's Annual Opinion	Annual	2018-19	Completed			
EXTERNAL ASSURANCE						
Update on Arrangements for Appointment of External Auditors	As needed	2018-19	Extra Completed			
Annual Plan and Fee	Annual	2017-18				YES
Annual Audit Letter	Annual	2017-18		Completed earlier		
Annual Certification Report	Annual	2017-18			YES - earlier	
Specific reports from inspection agencies	As needed	2018-19 (RIPA)	Completed (RIPA)			
STATEMENT OF ACCOUNTS						
Statement of Accounts	Annual	2018-19	Completed			
External Audit – Audit Results Report	Annual	2018-19	Completed			
OTHER						
Updates on legal issues	As needed	2017-18				
Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items			10	4	5	8