

# FAREHAM

## BOROUGH COUNCIL

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

**Date:** 26 November 2018

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

**Subject:** REVIEW OF WORK PROGRAMME AND TRAINING PLAN

#### **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. The first relates to the Certification report from the External Auditors which has been postponed until the March meeting.
4. The second relates to an extra item on the November agenda which is the first annual report on changes to the Constitution.

## **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.

**Appendices:** Appendix A – Audit and Governance Committee Work Programme 2018/19 as at November 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
<b>COMMITTEE WORKING ARRANGEMENTS</b>							
<b>Review of Work Programme and training plan</b>		Quarterly	2018-19	Completed	Completed	Completed	<b>YES, and Annual Report</b>
Review of the Functions of the Committee		3 yearly	2016-17				
Review of the Constitution		As needed	2017-18			Extra	
<b>ETHICAL FRAMEWORK AND STANDARDS</b>							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	<b>Overview of Complaints against the Council</b>	Annual	2018-19		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	2018-19	Completed			
Key Policy	<b>Review of Financial Regulations</b>	3 yearly	2018-19	Completed early			
	<b>Review of Contract Procedure Rules</b>	3 yearly	2018-19				
	<b>Treasury Management Policy and Strategy</b>	Annual	2017-18			Completed	<b>YES - Policy and indicators</b>
Risk Management	Policy	As needed	2016-17				
	<b>Risk Management Monitoring Reports</b>	6 monthly	2018-19		Completed		<b>YES</b>
	<b>Business Continuity</b>	3 yearly	2014-15			Completed	
	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 Annual Report</b>	Annually	2018-19	Completed			

<b>Committee Function and Report Subject</b>	<b>Frequency</b>	<b>Last Covered</b>	<b>July 2018</b>	<b>September 2018</b>	<b>November 2018</b>	<b>March 2019</b>
<b>INTERNAL AUDIT ASSURANCE</b>						
Internal Audit Strategy	3 yearly	2014-15				<b>YES</b>
Internal Audit Annual Plan	Annual	2017-18				<b>YES</b>
Quarterly Audit Reports	Quarterly	2018-19	Completed	Completed	Completed	<b>YES</b>
Head of Audit's Annual Opinion	Annual	2018-19	Completed			
<b>EXTERNAL ASSURANCE</b>						
Update on Arrangements for Appointment of External Auditors	As needed	2018-19	Extra Completed			
Annual Plan and Fee	Annual	2017-18				<b>YES</b>
Annual Audit Letter	Annual	2018-19		Completed earlier		
Annual Certification Report	Annual	2017-18				<b>YES – postponed from November</b>
Specific reports from inspection agencies	As needed	2018-19 (RIPA)	Completed (RIPA)			
<b>STATEMENT OF ACCOUNTS</b>						
Statement of Accounts	Annual	2018-19	Completed			
External Audit – Audit Results Report	Annual	2018-19	Completed			
<b>OTHER</b>						
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	5	5	8