

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date: 25 November 2019

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 Committee approve the work programme for the rest of the municipal year, as shown in Appendix A to this report.

INTRODUCTION

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

WORK PROGRAMME 2019/20

2. The progress on the work programme for the year is 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.
3. There have been two further changes to the programme, as follows:
 - a) The external auditors grant certification report has been postponed from the November meeting to the March meeting as the work has not yet been finalised. It is noted that this was the case last year too so from now on this report will be scheduled in the work programme for the March meeting.
 - b) The update to the Anti-Bribery Policy has been postponed from the November meeting as the work has not yet started. It is hoped that this work will have been completed in time for the March 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.

Background Papers: None

Reference Papers: Report to the Audit and Governance Committee – 11 March 2019 - Annual Report of the Committee

Enquiries:

For further information on this report please contact Elaine Hammell. (Ext 4344)

WORK PROGRAMME FOR 2019/20

Committee Function and Report Subject		Frequency	Last Covered	July 2019	September 2019	November 2019	March 2020
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2019-20	Completed	Completed	Completed	YES, and Annual Report
Review of the Functions of the Committee		3 yearly	2019-20		Completed		
Review of the Constitution		Annual	2019-20			Completed	
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	2019-20		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	2019-20	Completed			
Key Policy	Review of Financial Regulations	3 yearly	2019-20		Completed		
	Review of Contract Procedure Rules	3 yearly	2018-19		Some changes included in report above		EXTRA – First year review
	Treasury Management Policy and Strategy	Annual	2019-20			Completed	YES - Policy and indicators
Risk Management	Policy	As needed	2016-17				
	Risk Management Monitoring Reports	6 monthly	2019-20		Completed		YES
	Business Continuity	3 yearly	2018-19				
	Specific Risk Management topics	As needed	None			Completed Extra – Closed session on Cyber security	
Counter Fraud	Counter Fraud Policy and Strategy	3 yearly	2016-17			Postponed to 2020/21	

Committee Function and Report Subject		Frequency	Last Covered	July 2019	September 2019	November 2019	March 2020
	Anti-Bribery Policy	As needed	2011-12			Postponed to March 2020	Postponed from Nov 2019
	Sanctions and Redress Policy	As needed	2016-17				
	Counter Fraud Annual Report	Annually	2019-20	Completed			
INTERNAL AUDIT ASSURANCE							
	Internal Audit Strategy	3 yearly	2018-19				
	Internal Audit Annual Plan	Annual	2018-19				YES
	Internal Audit Progress Report	Quarterly	2019-20	Completed	Completed	Completed	YES
	Head of Audit's Annual Opinion	Annual	2019-20	Completed			
EXTERNAL ASSURANCE							
	Update on Arrangements for Appointment of External Auditors	As needed	2018-19				
	Annual Plan and Fee	Annual	2018-19				YES
	Annual Audit Letter	Annual	2019-20		Completed		
	Annual Certification Report	Annual	2018-19			Postponed to March 2020	Postponed from Nov 2019
	Specific reports from inspection agencies	As needed	2018-19 (RIPA)				
STATEMENT OF ACCOUNTS							
	Statement of Accounts	Annual	2019-20	Completed			
	External Audit – Audit Results Report	Annual	2019-20	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				7	7	5	9