

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date: 23 November 2020

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 Audit and Governance 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 2020/21

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 proposed changes to the programme approved in the October 2020 meeting. The first is that the Members' Training and Development report is now in the programme for the March meeting rather than the November one. This reflects when the report was originally scheduled to come to the Committee and allows the report to reflect a full year of activity.
4. The second is that the External Auditor's Annual Letter has been postponed until the March meeting to allow the audit of Fareham Borough Council for 2019/20 to be fully completed first.

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: Report to the Audit and Governance Committee – 19 October 2020 - Annual Report of the Committee

Enquiries:

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

APPENDIX A

WORK PROGRAMME FOR 2020/21

Committee Function and Report Subject		Frequency	Last Covered	July 2020	October 2020	November 2020	March 2021
OVERALL PURPOSE AND ACCOUNTABILITY							
Review of Work Programme and training plan		Quarterly	2020-21		Completed	YES	YES, and Annual Report
Review of the Functions of the Committee		3 yearly	2019-20				
GOVERNANCE, RISK AND CONTROL							
Corporate Governance & AGS	Local Code of Corporate Governance	As needed	2016-17				
	Annual Governance Statement (AGS)	Annual	2020-21		Completed		
Risk Management	Policy	As needed	2016-17				
	Risk Management Monitoring Reports	6 monthly	2019-20				YES
	Business Continuity	3 yearly	2018-19				
	Specific Risk Management topics	As needed	2019-20 (cyber security risks)				
Value for Money	Specific VFM studies	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	2020-21		Completed		
Partnerships	Partnership Governance Report	As needed	NEW			YES	
AUDIT							
Internal Audit	Internal Audit Strategy	3 yearly	2018-19				
	Internal Audit Annual Plan	Annual	2020-21		Completed		YES
	Internal Audit Progress Report	Quarterly	2020-21		Completed	YES	YES
	Head of Audit's Annual Opinion	Annual	2020-21		Completed		

Committee Function and Report Subject		Frequency	Last Covered	July 2020	October 2020	November 2020	March 2021
External Audit	Update on Arrangements for Appointment of External Auditors	As needed	2018-19				
	Annual Plan and Fee	Annual	2020-21		Completed		YES
	Annual Audit Letter	Annual	2019-20			Moved to the March 2021 meeting	YES
	Annual Certification Report	Annual	2020-21		Completed		YES
	Specific reports from inspection agencies	As needed	2018-19 (RIPA)				
FINANCIAL REPORTING							
Statement of Accounts		Annual	2019-20			YES	
External Audit – Audit Results Report		Annual	2019-20			YES	
WIDER FUNCTIONS OF THE COMMITTEE							
Standards and Ethics	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	Annual Ombudsman Reports and Overview of Complaints against members	Annual	2019-20			YES	
	Review of Members Training and Development Programme	Annual (New)	2015-16			Moved to the March 2021 meeting	YES
Treasury Management	Treasury Management Strategy and Indicators	Annual	2019-20			YES	YES - Policy and indicators
Key Policy Review	Annual Review of the Constitution	Annual	2019-20			YES	
	Review of Financial Regulations	3 yearly	2019-20				
	Review of Procurement and Contract Procedure Rules	3 yearly	2020-21		Completed		
Other Matters referred to the Committee	Updates on legal issues	As needed	2017-18				
	Issues referred by the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items				0	9	8	9