

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date **23 September 2013**

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

That the Work Programme for the rest of the year, as shown in [Appendix A](#), is approved.

INTRODUCTION

1. This report brings the current work programme for review by the Committee. As agreed in November 2012 the work programme is now being reviewed each quarter.

WORK PROGRAMME 2013/14

2. The work programme approved at the last meeting 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 of the delivery of the programme to date.
3. There have been 2 changes made to the programme since last time which is that the “Annual Business Continuity report” due in September has been postponed to the March meeting and the “Updates to the Constitution” also scheduled for September has been postponed to the November meeting.
4. There were also no revised Financial Regulations which were ready for reporting to the Committee in September.

TRAINING

5. The annual training session on Treasury Management is scheduled for the next Audit and Governance Committee to coincide with the annual report on this topic. We are currently looking at using our Treasury Advisors, Sector, for this event as our current agreement with them includes the provision of training.

RISK ASSESSMENT

6. There are no significant risk considerations in relation to this report

CONCLUSION

7. The work programme in place is appropriate to meet the responsibilities of the Committee.

Appendices:

[Appendix A](#) – Committee Current Work Programme for 2013/14

Background Papers: None

Reference Papers: Minutes of and reports to Audit and Governance Committee for the Municipal Year 2013/14

Enquiries:

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

AUDIT AND GOVERNANCE COMMITTEE CURRENT WORK PROGRAMME 2013/14 as at September 2013

Committee Function and Report Subject		Frequency	Last Reviewed	June 2013	September 2013	November 2013	March 2014
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2012-13	Completed	Completed	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2012-13				
Review of the Constitution		As needed	New			YES – postponed from September	
ETHICAL FRAMEWORK AND STANDARDS							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2012-13				YES
	Review of member / officer protocol	As needed	2008-09				
	Overview of Complaints against the Council	Annual	2012-13		Completed		
Member Training and Development	Review of Members Training and Development and Determination of Programme	Annual	2012-13				YES
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	2 yearly	2012-13				
	Annual Governance Statement	Annual	2012-13		Completed		
Key Policy	Review of Financial Regulations	3 yearly	2012-13	Completed		YES	YES
	Review of Contract Procedure Rules	3 yearly	2012-13			YES	
	Implementation of Treasury Management Policy and Strategy	Annual	2011-12			YES	
Risk Management	Policy and Strategy	3 yearly	2012-13				
	Risk Management Progress Reports	6 monthly	2009-10		Completed		YES
	Business Continuity	2 yearly	2011-12				YES – postponed from September
	Specific Risk Management topics	As needed	None				
Counter Fraud	Benefits Anti-Fraud and Corruption Policy	As needed	2011-12	Completed			
	Counter Fraud Policy and Strategy	3 yearly	2009-10			YES – Policy only	

Committee Function and Report Subject		Frequency	Last Reviewed	June 2013	September 2013	November 2013	March 2014
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	3 yearly	2008-09				YES
	Counter Fraud Strategy Progress	6 monthly	2012-13	Completed		YES	
	Counter Fraud Investigation Progress	6 monthly	2012-13	Completed		YES	
INTERNAL AUDIT ASSURANCE							
	Internal Audit Strategy	3 yearly	2006-07			YES	
	Contractor Internal Audit Annual Plan	Annual	2012-13				YES
	Contractor Quarterly Audit Reports	Quarterly	2012-13	Completed	Completed	YES	YES
	Head of Audit's Annual Opinion	Annual	2012-13	Completed			
EXTERNAL ASSURANCE							
	External Audit Fee Letter	Annual	2012-13				YES
	External Audit Plan	Annual	2012-13	Completed			
	External Audit Annual Inspection Letter	Annual	2012-13			YES	
	Annual Certification Report	Annual	2012-13				YES
	Specific reports from external audit and inspection agencies	As needed	2011-12 (RIPA)				
STATEMENT OF ACCOUNTS							
	Statement of Accounts	Annual	2012-13		Completed		
	External Audit Report to those charged with Governance	Annual	2012-13		Completed		
OTHER							
	Updates on legal issues	As needed	2012-13				
	Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				