

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **25 November 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 latest work programme for review by the Committee.

## **WORK PROGRAMME 2013/14**

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 2 changes made to the programme since last time which are as follows:
  - (a) the full Annual Review of Contract Procedure Rules due in November will now be postponed to the June meeting next year. This is to allow any changes identified from the System Thinking work to be incorporated;
  - (b) the updated Internal Audit Strategy has been delayed to the March meeting to allow the work on this to be completed. However, a large proportion of the Strategy document is now contained in the new Internal Audit Charter which will be presented at the November meeting.

## **TRAINING**

4. The annual training session on Treasury Management is scheduled for the November Audit and Governance Committee and will be delivered by our Treasury Advisors, Capita Asset Services.

## **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](#) – 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)

## APPENDIX A

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

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

<b>Committee Function and Report Subject</b>		<b>Frequency</b>	<b>Last Reviewed</b>	<b>June 2013</b>	<b>September 2013</b>	<b>November 2013</b>	<b>March 2014</b>
	<b>Counter Fraud Policy and Strategy</b>	3 yearly	2009-10			Completed – Policy only	
	Anti-Bribery Policy	As needed	2011-12				
	<b>Sanctions and Redress Policy</b>	3 yearly	2008-09				<b>YES</b>
	<b>Counter Fraud Strategy Progress</b>	6 monthly	2012-13	Completed		Completed	
	<b>Counter Fraud Investigation Progress</b>	6 monthly	2012-13	Completed		Completed	
<b>INTERNAL AUDIT ASSURANCE</b>							
	<b>Internal Audit Strategy</b>	3 yearly	2006-07			Completed – Charter only	<b>YES – Strategy (new)</b>
	<b>Contractor Internal Audit Annual Plan</b>	Annual	2012-13				<b>YES</b>
	<b>Contractor Quarterly Audit Reports</b>	Quarterly	2012-13	Completed	Completed	Completed	<b>YES</b>
	<b>Head of Audit's Annual Opinion</b>	Annual	2012-13	Completed			
<b>EXTERNAL ASSURANCE</b>							
	<b>External Audit Fee Letter</b>	Annual	2012-13				<b>YES</b>
	<b>External Audit Plan</b>	Annual	2012-13	Completed			
	<b>External Auditor's Annual Audit Letter</b>	Annual	2012-13			Completed	
	<b>Annual Certification Report</b>	Annual	2012-13				<b>YES</b>
	Specific reports from external audit and inspection agencies	As needed	2011-12 (RIPA)				
<b>STATEMENT OF ACCOUNTS</b>							
	<b>Statement of Accounts</b>	Annual	2012-13		Completed		
	<b>External Audit Report to those charged with Governance</b>	Annual	2012-13		Completed		
<b>OTHER</b>							
	Updates on legal issues	As needed	2012-13				
	Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				