

FAREHAM

BOROUGH COUNCIL

Report to Audit and Governance Committee

Date **24 November 2014**

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

Subject: **REVIEW OF COMMITTEE WORK PROGRAMME**

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 2014/15

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. 4 changes have been made to the programme as follows:
 - An additional report on Audit Recommendation Implementation has been added to the November agenda at the request of members.
 - The Counter Fraud Strategy and Investigation reports are being amalgamated as from the November Committee.
 - The update of the Sanctions and Redress Policy and the Internal Audit Strategy are postponed to future meetings.

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: Minutes of and reports to Audit and Governance Committee for the Municipal Year 2014/15

Appendices:

[Appendix A](#) – Audit and Governance Committee Work Programme 2014/15 as at November 2014.

Enquiries:

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

APPENDIX A

AUDIT AND GOVERNANCE COMMITTEE CURRENT WORK PROGRAMME 2014/15 as at November 2014

Committee Function and Report Subject		Frequency	Last Reviewed	June 2014	September 2014	November 2014	March 2015
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2014-15	Completed	Completed	Completed	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2013-14				
Review of the Constitution		As needed	2013-14				
ETHICAL FRAMEWORK AND STANDARDS (NEW)							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2013-14				
	Review of member / officer protocol	As needed	2008-09				
	Overview of Complaints against the Council	Annual	2014-15		Completed		
Member Training and Development	Review of Members Training and Development and Determination of Programme	Annual	2014-15	Completed			
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	As needed	2012-13				
	Annual Governance Statement	Annual	2014-15		Completed		
Key Policy	Review of Financial Regulations	3 yearly	2014-15	Completed	Postponed to November	Completed	YES
	Review of Contract Procedure Rules	3 yearly	2013-14		Postponed to March		Postponed from September
	Implementation of Treasury Management Policy and Strategy	Annual	2013-14			Completed	
Risk Management	Policy and Strategy	As needed	2012-13				
	Risk Management Progress Reports	6 monthly	2014-15		Completed		YES
	Business Continuity	3 yearly	2011-12		Postponed to March		Postponed from September
	Specific Risk Management topics	As needed	None				
Counter Fraud	Benefits Anti-Fraud and Corruption Policy	As needed	2013-14				
	Counter Fraud Policy and Strategy	3 yearly	2013-14				
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	3 yearly	2008-09		Postponed to		

Committee Function and Report Subject	Frequency	Last Reviewed	June 2014	September 2014	November 2014	March 2015
				June 2015		
Counter Fraud Strategy Progress	6 monthly	2014-15	Completed		Completed	
Counter Fraud Investigation Progress	6 monthly	2013-14	Completed		(combined report)	
INTERNAL AUDIT ASSURANCE						
Internal Audit Strategy	3 yearly	2006-07	Postponed to September	Postponed to November	Postponed to March	Postponed from June
Contractor Internal Audit Annual Plan	Annual	2013-14				YES
Contractor Quarterly Audit Reports	Quarterly	2014-15	Completed	Completed	Completed	YES
Head of Audit's Annual Opinion	Annual	2014-15	Completed		Additional report on recommendation implementation	
EXTERNAL ASSURANCE						
External Audit Annual Plan and Fee	Annual	2013-14		Additional report on 2014/15 fee		YES
External Audit Annual Inspection Letter	Annual	2014-15			Completed	
Annual Certification Report	Annual	2013-14				YES
Specific reports from external audit and inspection agencies	As needed	2011-12 (RIPA)				May be needed
STATEMENT OF ACCOUNTS						
Statement of Accounts	Annual	2014-15		Completed		
External Audit Results Report	Annual	2014-15		Completed		
OTHER						
Updates on legal issues	As needed	2014-15		Additional report on Openness of Local Government Bodies Regs 2014		
Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				