

AUDIT COMMITTEE	AGENDA ITEM No. 12
12 FEBRUARY 2018	PUBLIC REPORT

Report of:	Councillor Aitken, Chair of Audit Committee	
Cabinet Member(s) responsible:	Councilor Seaton, Resources Portfolio Holder	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296 334

WORK PROGRAMME 2017/18

RECOMMENDATIONS

It is recommended that the Audit Committee:

1. Notes and agrees the Work Programme for the municipal year 2017/18.

1. ORIGIN OF REPORT

- 1.1 This is a standard report to the Audit Committee which forms part of its agreed work programme. This report provides details of the Draft Work Programme for the following municipal year.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The Work Programme is based on previous year's agendas. The programme can be refreshed throughout the year in consultation with senior officer and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.
- 2.2 Training for members on specific aspects of the Audit Committee agenda are available throughout the year and will be arranged on request and will take place on a separate day to that of the committee meeting.

3. IMPLICATIONS

Financial Implications

- 3.1 There are none

Legal Implications

- 3.2 There are none

Equalities Implications

- 3.3 There are none

4. APPENDICES

- 4.1 Appendix A - Work Programme 2017/18

APPENDIX A

DATE: 26 JUNE 2017			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Internal Audit: Annual Audit Opinion	Internal Audit Steve Crabtree	To receive, consider and endorse the annual Audit Opinion of Internal Audit for the year ended 31 March 2017.
	Investigations Team Annual Report 2016 / 2017	Internal Audit Steve Crabtree	To receive, consider and endorse the annual report on the investigation of fraud and irregularities for the year ended 31 March 2017
	Draft Annual Governance Statement	Internal Audit Steve Crabtree	To receive, consider and endorse the draft Annual Governance Statement for the year ended 31 March 2017
	Capital and Treasury Outturn 2016 / 2017	Finance Marion Kelly	To receive, consider and endorse the Capital and Treasury outturn 2016/2017
	Draft Statement of Accounts 2016 / 2017	Finance Marion Kelly	To receive, consider and comment on the draft Statement of Accounts for the year ended 31 March 2017
	Audit Plan Update	EY	To receive an update on the Audit Plan from EY, to review their proposed approach and scope for the 2016/17 audit in accordance with requirements, and to ensure that the EY audit is aligned with the Committee's service expectations.
	Fees report	Finance Paul Cook	To approve the fees for the Municipal year 2017/2018

	Update on Constitution	Dem Services Pippa Turvey	To receive an update on changes to the PCC Constitution.
	INFORMATION AND OTHER ITEMS		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.
	Approved Write-Offs Exceeding £10,000	Marion Kelly	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Draft Work Programme 2017 / 2018	Democratic Services Dan Kalley	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 25 SEPTEMBER 2017

		Section / Lead	Description
Standard	Apologies for Absence		

Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Audit of Statement of Accounts To Those Charged with Governance (ISA260)	Finance Pete Carpenter & EY	To receive the final Statement of Accounts for the year ended 31 March 2017 incorporating the Annual Governance Statement together with the annual report to those charged with governance following their scrutiny by External Audit.
	Response to Public sector Audit Appointment's Proposal to Appoint Ernst & Young LLP as external Auditors for 5 Years from 2018/19	Finance Pete Carpenter	To appoint E&Y as external auditors for 5 years from 2018/19
	Treasury Management	Finance Pete Carpenter	To receive an update on the policy and effectiveness of treasury management
	INFORMATION AND OTHER ITEMS		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required. To also include the outcome of a recent Surveillance Commission Inspection.
	Approved Write-Offs Exceeding £10,000 - None	Finance Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2016 / 2017	Democratic Services Dan Kalley	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Bens Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 20 NOVEMBER 2017

		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Internal Audit: Mid Year Progress Report	Internal Audit Steve Crabtree	To receive an update on progress against the Annual Audit Plan together with details of any concerns
	Risk Management: Strategic Risks	Governance Kevin Dawson	To receive details of the strategic risks impacting on the Council and the mitigating actions to address these.
	Treasury Management: Strategy 2018 - 2028	Finance Pete Carpenter	For Members to comment on the Treasury Management Strategy
	External Audit: Annual Audit Letter	EY	To receive and approve the External Annual Audit Letter identified as part of their audit works
	Impact of Changed Statutory Deadline for Approval of Statement of	Finance Pete Carpenter	To approve proposed change to Audit Committee dates and work programme to accommodate the changed statutory

	Accounts		deadline for approval of the Statement Of Accounts.
	INFORMATION AND OTHER ITEMS		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.
	Approved Write-Offs Exceeding £10,000	Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2017 / 2018	Democratic Services Dan Kalley	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Ben Stevenson	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 12 FEBRUARY 2018

		Section / Lead	Description
Standard	Apologies for Absence		

Standard	Declarations of Interest		
Standard	Minutes of previous meeting	Democratic Services Dan Kalley	
	External Audit plan	EY	To receive and approve the Draft External Audit Plan
	Grants Certification report	EY and Finance	To receive a report on Grants Certification
	Internal Audit: Approach to Audit Planning	Internal Audit Steve Crabtree	To receive a report on the approach to Audit Planning
	Capital Strategy 2018 - 2021	Finance Pete Carpenter	
	Treasury Management Strategy Including the Investment Policy 2018 - 2021	Finance Pete Carpenter	
	INFORMATION AND OTHER ITEMS		
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.

	Approved Write-Offs Exceeding £10,000	Finance Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2017 / 2018	Democratic Services Dan Kalley	

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	Member Reports	Governance Ben Stevenson	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 26 MARCH 2018

		Section / Lead	Description
Standard	Apologies for Absence		

Standard	Declarations of Interest		
Standard	Minutes of previous Meeting	Democratic Services Dan Kalley	
	Risk Management: Strategic Risks	Governance Kevin Dawson	To receive an update on the strategic risks for the Council
	Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation
	Consultant's Policy	Legal Natalie Moulton	
	Draft Annual Audit Committee Report	Democratic Services Dan Kalley	To receive the Draft Annual Audit Committee Report prior to submission to Council
	Internal Audit: Draft Internal Audit Plan 2017 / 2018	Internal Audit Steve Crabtree	To receive and approve the Internal Audit Plan 2017 / 2018
	Governance Update	Pete Carpenter Finance	
	INFORMATION AND OTHER ITEMS		

	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year reporting activity when required.
	Approved Write-Offs Exceeding £10,000	Pete Carpenter	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
Standard	Feedback report	Democratic Services Dan Kalley	
Standard	Work Programme 2017 / 2018	Democratic Services Dan Kalley	

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To be rescheduled:			
		Section / Lead	Description

Report Sign Off Sheet

Pre-Drafting Comments	Section	Name	Comments	Date
	Democratic Services.	Dan Kalley	Work Programme report	02/01/2018
Date Report Submitted Into GOOGLE 'Report Folder'				Date
Post-Drafting Final Approvals	Section	Name	Approved	Date
	Democratic Services			
	Legal			
	Finance			
	Procurement <i>(approval must be sought from Procurement if your decision is contract / procurement related)</i>			
Director's Approval <i>Directors are requested not to sign if the above section is incomplete</i>				Date

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CHECKLIST -

*Give consideration to the impact of the decision in respect of the following:

Financial
Legal
Corporate Priorities: Environment Capital
Crime and Disorder / Community Safety
Discrimination and Equality
Human Resources
ICT
Property
Procurement

Cross-Service Implications

How does your proposal affect colleagues providing related services? Have they been consulted?

Risk Assessment

Have you evaluated risks and identified remedial actions?

Consultees

Ward Councillor(s)
Parish Council(s)
Community Association(s)
Partner Organisation(s)
GPP or Partnerships
Trade Unions

Background Papers

Have you included all the Background Papers used in the report?

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