

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 11
<b>18 NOVEMBER 2019</b>	<b>PUBLIC REPORT</b>

Report of:	Councillor Over, Chair of Audit Committee	
Cabinet Member(s) responsible:	Councillor Seaton, Cabinet Member for Finance	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296 334

<b>WORK PROGRAMME 2019/20</b>
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<b>R E C O M M E N D A T I O N S</b>
<p>It is recommended that the Audit Committee:</p> <ol style="list-style-type: none"> <li>Notes and agrees the Work Programme for the municipal year 2019/20.</li> </ol>

**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 officers 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 2019/20

## APPENDIX A

DATE: 15 JULY 2019			
		Section / Lead	Description
	Annual Governance Statement	Finance Kirsty Nutton	To consider and endorse the development of the Annual Governance Statement as included in the accounts.
	Internal Audit: Annual Audit Opinion	Internal Audit Steve Crabtree	To receive, consider and endorse the annual Internal Audit Opinion for the year ended 31 March 2019.
	Investigations Team Annual Report 2018 / 2019	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 2019.
	Insurance: Annual Report 2018 / 2019	Internal Audit Steve Crabtree	To receive, consider and endorse the annual report on the delivery of Insurance Services for the year ended 31 March 2019.
	Capital and Treasury Outturn 2018 / 2019	Finance Pete Carpenter	To receive, consider and endorse the Capital and Treasury outturn 2018/2019
	Audit of Statement of Accounts To Those Charged with Governance (ISA260) including Annual Governance Statement	Finance Pete Carpenter / EY	To receive the final Statement of Accounts for the year ended 31 March 2019 incorporating the Annual Governance Statement together with the annual report to those charged with governance following their scrutiny by External Audit.
	Fees report	Finance Pete Carpenter	To approve the fees for the Municipal year 2019/2020
	Audit Committee Effectiveness	Internal Audit Steve Crabtree	To receive and consider the self assessment of the effectiveness of the Audit Committee
	<b>INFORMATION AND OTHER ITEMS</b>		

	Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation
	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 / Chris Yates	To receive an update on write offs approved, which exceed the Council's financial regulation threshold of £10,000.
	Feedback report	Democratic Services Dan Kalley	
	Draft Work Programme 2019 / 2020	Democratic Services Dan Kalley	

**DATE: 16 SEPTEMBER 2019**

		<b>Section / Lead</b>	<b>Description</b>
	Risk Management: Strategic Risks	Governance Pete Carpenter/Susan Baxter	To receive details of the strategic risks impacting on the Council and the mitigating actions to address these.
	Use of Consultants	Finance Pete Carpenter	To receive an update on the use of Consultants
	External Audit: Annual Audit Letter	EY	To receive and approve the External Annual Audit Letter identified as part of their audit works
	<b>INFORMATION AND OTHER ITEMS</b>		
	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.
	Feedback report	Democratic Services Dan Kalley	
	Work Programme 2019 / 2020	Democratic Services Dan Kalley	

**DATE: 18 NOVEMBER 2019**

	<b>Section / Lead</b>	<b>Description</b>
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
Mayors Costs	Finance Pete Carpenter	To receive a report on costs associated with the Mayor's office
Treasury Management Strategy	Finance Pete Carpenter	
Audit Committee start times 2020/21	Dan Kalley Democratic Services	Committee to agree it's start times for the municipal year 2020-21
<b>INFORMATION AND OTHER ITEMS</b>		
Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation
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.
Feedback report	Democratic Services Dan Kalley	
Work Programme 2019 / 2020	Democratic Services Dan Kalley	

**DATE: 27 JANUARY 2020**

		Section / Lead	Description
	Grants Certification report	EY and Finance	To receive a report on Grants Certification
	External Audit - Assessment of Internal Audit	Internal Audit Steve Crabtree	To receive a report in relation to the assessment by external auditors on internal audit procedures.
	Internal Audit: Approach to Audit Planning	Internal Audit Steve Crabtree	To receive a report on the approach to Audit Planning
	Use of Consultants	Finance/HR Pete Carpenter	To receive an update on the use of consultants and agency staff
	Risk Management: Strategic Risks	Governance Pete Carpenter	To receive an update on the strategic risks for the Council
	Asset Management Strategy	Finance Pete Carpenter	
	Working with Cambridgeshire CC and cost savings	Finance Pete Carpenter	
	<b>INFORMATION AND OTHER ITEMS</b>		

	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.
	Feedback report	Democratic Services Dan Kalley	
	Work Programme 2019 / 2020	Democratic Services Dan Kalley	

**DATE: 23 MARCH 2020**

	<b>Section / Lead</b>	<b>Description</b>
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 2020 / 2021	Internal Audit Steve Crabtree	To receive and approve the Internal Audit Plan 2020 / 2021
<b>INFORMATION AND OTHER ITEMS</b>		
Use of Consultants	Finance Pete Carpenter	To receive an update on the Use of Consultants across the organisation
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.
Feedback report	Democratic Services Dan Kalley	