



Audit and Standards Committee Report

Report of: Director of Legal and Governance

Date: 15 September 2016

Subject: Work Programme 2016/17

Author of Report: Dave Ross, Democratic Services (0114 273 5033)

Summary:

The report provides details of an outline work programme for the Committee

Recommendations:

That the Committee:-

(a) considers the Work Programme and identifies any further items for inclusion;
and

(b) approves the work programme.

Background Papers: None

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
NO Cleared by:
Legal Implications
NO Cleared by:
Equality of Opportunity Implications
NO Cleared by:
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
NONE
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

WORK PROGRAMME

1. Purpose of Report

1.1 To consider an outline work programme for the Committee for 2016/17.

2. Work Programme

2.1 It is intended that there will be at least five meetings of the Committee during the year with three additional meetings arranged if required. The work programme includes some items which are dealt with at certain times of the year to meet statutory deadlines, such as the Annual Governance Report and Statement of Accounts, and other items requested by the Committee. In addition, it also now includes standards' related matters such as a regular report providing an update on the outcome of Standards complaints.

2.2 An outline programme for 2016/17 is attached and Members are asked to identify any further items for inclusion.

3. Recommendation

3.1 That the Committee:-

- (a) considers the Work Programme and identifies any further items for inclusion;
and
- (b) approves the work programme.

**Gillian Duckworth
Director of Legal and Governance**

Date	Item	Author
16 November 2016	Annual Audit Letter 2015/16	Trevor Rees/Alison Ormston (KPMG)
	Annual Ombudsman Report/General Complaints	Andrew Fellows (Customer Services Manager)
	Strategic Risk Management	Richard Garrad (Corporate Risk Manager)
	Update on Arrangements for the Appointment of the External Auditor	Dave Phillips (Interim Head of Finance)
	Update on Strategic Outcome Planning	John Mothersole (Chief Executive)
	Implications for Sheffield on the Vote to Leave the European Union	John Mothersole (Chief Executive)
	Whistleblowing Policy	Lynsey Linton (Head of HR)
	Audit Committee Annual Report to Council	Dave Ross (Legal and Governance)
	Standards Committee Annual Report to Council	Dave Ross (Legal and Governance)
	Standards Complaints Update	Dave Ross (Legal and Governance)
	Work Programme	Dave Ross (Legal and Governance)
8 December 2016	(Additional meeting if required)	
12 January 2017	Progress on High Opinion Audit Reports	Kayleigh Inman (Senior Finance Manager)
	To review: <ul style="list-style-type: none"> • Members' Code of Conduct • Protocols Relating to Councillor and Officer Behaviour • Protocols Relating to Gifts and Hospitality 	Gillian Duckworth/Dave Ross (Legal and Governance)
	To Review the Procedure for Dealing with Complaints Regarding City, Parish and Town Councillors and Co-opted Members	Gillian Duckworth/Dave Ross (Legal and Governance)
	Standards Complaints Update	Dave Ross (Legal and Governance)
	Work Programme	Dave Ross (Legal and Governance)

16 February 2017	(Additional meeting if required)	
9 March 2017	(Additional meeting if required)	
27 April 2017	Internal Audit Plan 2017/18	Kayleigh Inman (Senior Finance Manager)
	International Auditing Standards – Compliance with Internal Control/Counter Fraud	Dave Phillips (Interim Head of Finance)
	Certification of Claims and Returns Annual Report 2015/16	Trevor Rees /Alison Ormston (KPMG)
	External Audit Plan 2016/17	Trevor Rees /Alison Ormston (KPMG)
	Annual Audit Fee Letter 2017/18	Trevor Rees /Alison Ormston (KPMG)
	Standards Complaints Update	Dave Ross (Legal and Governance)
	Work Programme	Dave Ross (Legal and Governance)
13 July 2017	Summary of the Statement of Accounts	Dave Phillips (Interim Head of Finance)
	Annual Governance Statement	Gillian Duckworth (Director of Legal and Governance)
	Audit Committee Annual Report	Dave Ross (Legal and Governance)
	Progress on Reports with a High Opinion	Kayleigh Inman (Senior Finance Manager)
	Standards Complaints Update	Dave Ross (Legal and Governance)
	Work Programme	Dave Ross (Legal and Governance)

This page is intentionally left blank