



Audit and Standards Committee Report

Report of: Director of Legal and Governance

Date: 16 November 2017

Subject: Work Programme

Author of Report: Simon Hughes, Democratic Services
(Tel - 0114 273 4014)

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
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.

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, including an annual review of the Members' Code of Conduct and Complaints Procedure and an Annual Report on the complaints received.
- 2.2 An outline programme 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
14 December 2017	(Additional meeting if required)	
11 January 2018	Progress on High Opinion Audit Reports	Kayleigh Inman (Senior Finance Manager)
	Update on the General Data Protection Regulation/Data Bill	John Curtis (Head of Information Management)
	Standards Annual Report	Gillian Duckworth (Director of Legal and Governance)
	Strategic Risk Management	Richard Garrad (Corporate Risk Manager)
	Work Programme	Gillian Duckworth (Director of Legal and Governance)
8 February 2018	(Additional meeting if required)	
8 March 2018	(Additional meeting if required)	
12 April 2018	Internal Audit Plan 2018/19	Kayleigh Inman (Senior Finance Manager)
	Internal Audit Annual Fraud Report	Kayleigh Inman (Senior Finance Manager)
	Compliance with International Auditing Standards	Dave Phillips (Head of Finance)
	Certification of Claims and Returns Annual Report 2016/17	External Auditor
	External Audit Plan 2017/18	External Auditor
	Annual Audit Fee Letter 2018/19	External Auditor
	Work Programme	Gillian Duckworth (Director of Legal and Governance)
14 June 2018	Summary of the Statement of Accounts	Dave Phillips (Head of Finance)
	Strategic Risk Management	Richard Garrad (Corporate Risk Manager)
	Work Programme	Gillian Duckworth (Director of Legal and Governance)

26 July 2018	Report to Those Charged with Governance (ISA 260)	External Auditor
	Statement of Accounts	Dave Phillips (Head of Finance)
	Annual Governance Statement	Gillian Duckworth (Director of Legal and Governance)
	Information Management Annual Report	John Curtis (Head of Information Management)
	Progress on High Opinion Audit Reports	Kayleigh Inman (Senior Finance Manager)
	Update on Standards Complaints	Gillian Duckworth (Director of Legal and Governance)
	Work Programme	Gillian Duckworth (Director of Legal and Governance)

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