

4.0 Referrals from other Committees

4.1 Any referrals sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

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| Issue | |
| Referred from | |
| <i>Details</i> | |
| <i>Commentary/ Action Proposed</i> | |

Part 5: Proposed additions and amendments to the work programme since the last meeting:

| Item | Proposed Date | Note |
|--------------------------|------------------------------------|---|
| Community Schools Update | From October 2023 to February 2024 | Work is yet to be completed |
| Fargate Containers | From October 2023 to November 2023 | Agreed by members at pre-agenda meeting on 10/10/2023 |

Part 6: Audit & Standards Committee Work Programme for municipal year 2023/24:

| Date | Item | Author |
|--------------|---|--|
| June 2023 | Audit Training | External Facilitator (TBC) |
| 22 June 2023 | Internal Audit Tactical Plan 23/24 | Linda Hunter (Senior Finance Manager) |
| | Compliance to International Auditing Standards | Tony Kirkham (Interim Director of Finance and Commercial Services) |
| | Audit Recommendation Tracker Progress Report | Linda Hunter (Senior Finance Manager) |
| | Update on Governance Issues outlined in the Annual Governance Statement | David Hollis (Interim General Counsel/Monitoring Officer) |

Audit and Standards Work Programme 2023-24- Working Copy

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|-------------------|--|---|
| | Summary of Statement of Accounts | Tony Kirkham (Interim Director of Finance and Commercial Services) |
| | Work Programme | David Hollis (Interim General Counsel/Monitoring Officer) |
| | Strategic Risk Update | Helen Molteno (Corporate Risk Manager) |
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| 27 July 2023 | Internal Audit Annual Fraud Report | Stephen Bower (Finance and Risk Manager) |
| | Role of the Audit Committee and Training | Claire Sharratt (Senior Finance Manager) |
| | Update on Improvement Plan and Annual Complaints Report 22/23 | Corleen Bygraves-Paul (Service Delivery Manager, Customer Services) |
| | Work Programme | David Hollis (Interim General Counsel/Monitoring Officer) |
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| 21 September 2023 | External Audit Plan 2021/22 | External Auditor (EY) |
| | Annual Internal Audit Report | Linda Hunter (Senior Finance Manager) |
| | Statement of Accounts 2021/22 (Audited) | Philip Gregory (Director of Finance and Commercial Services) |
| | Interim Standards Complaints Report (Half Yearly) | David Hollis (Interim General Counsel/Monitoring Officer) |
| | Work Programme | David Hollis (Interim General Counsel/Monitoring Officer) |
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| 19 October 2023 | Workshop to Review Members' Code of Conduct and Complaints Procedure | |
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Audit and Standards Work Programme 2023-24- Working Copy

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| 19 October 2023 | Information Management Annual Report & ICO Audit | Sarah Green (Senior Information Management Officer) |
| | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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| 23 November 2023 | Report of those Charged with Governance (ISA 260) | External Auditor (EY) |
| | Formal Response to Audit (ISA 260) Recommendations | Philip Gregory (Director of Finance and Commercial Services) |
| | Update on Ombudsman Report for 22/23 | Corleen Bygraves-Paul (Service Delivery Manager, Customer Services) |
| | Annual Governance Statement | David Hollis (General Counsel/Monitoring Officer) |
| | Review of Members' Code of Conduct and Complaints Procedure | David Hollis (General Counsel/Monitoring Officer) |
| | Fargate Containers | David Hollis (General Counsel/Monitoring Officer) |
| | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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| 11 January 2024 | Statement of Accounts 2022/23 (Audited) | Philip Gregory (Director of Finance and Commercial Services) |
| | Whistleblowing Policy Review | Elyse Senior-Wadsworth (Head of Human Resources) |
| | Annual Standards Report | David Hollis (General Counsel/Monitoring Officer) |
| | Audit Recommendation Tracker Progress Report | Linda Hunter (Senior Finance Manager) |
| | Strategic Risk Reporting | Helen Moltano (Corporate Risk Manager) |
| | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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Audit and Standards Work Programme 2023-24- Working Copy

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|--------------------|--|---|
| 1 February 2024 | Complaints performance and complaints Service improvement plan | Corleen Bygraves-Paul (Service Delivery Manager, Customer Services) |
| | Community Schools Update | Andrew Jones (Director of Education and Skills) |
| | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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| 21 March 2024 | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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| 25 April 2024 | Internal Audit Plan 2024/25 | Linda Hunter (Senior Finance Manager) |
| | Compliance to International Auditing Standards | Philip Gregory (Director of Finance and Commercial Services) |
| | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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| July / August 2024 | Audit Training | External Facilitator (TBC) |
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| June 2024 | Audit Recommendation Tracker Progress Report | Linda Hunter (Senior Finance Manager) |
| | Strategic Risk Update | Helen Molteno (Corporate Risk Manager) |
| | Work Programme | David Hollis (General Counsel/Monitoring Officer) |
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IMPORTANT INFORMATION FOR REPORT WRITERS

The Audit and Standards Committee provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Sheffield City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

The Committee also cover Standards and is primarily responsible for promoting and maintaining high standards of conduct by councillors, independent members, and co-opted members. It is responsible for advising and arranging relevant training for members relating to the requirements of the code of conduct for councillors. The Committee also monitor the Council's complaints process and the Council's response to complaints to the Ombudsman.

The Committee is not an operational committee, so is not focussed on the day to day running of your service. However, its focus is on risk management and governance, so it will want to understand how you manage your key risks, and how you are responding to new challenges and developments. In particular the Committee will be interested in the progress on implementing agreed recommendations from inspection and audit reports, and will want to review your services' outputs and actions in response. You can expect some challenge if deadlines for implementing agreed actions have been missed. Please ensure breakdowns of information are included in your report, as the Committee is interested in the key facts and figures behind areas.

Most Audit and Standards papers are public documents, so use everyday language, and use plain English, don't use acronyms, or jargon and explain any technical terms. Assume the reader knows little about your subject.

Think about how the paper will be interpreted by those who read it including the media.

Use standard format - don't subvert it.

Ensure – You convey the key message in the first paragraph not the last.

The report should include –

- **Summary**
- **Recommendation (s)**
- **Introduction**
- **Background**
- **Main body of the report (in. legal, financial and all other relevant implications)**

(report templates are available from Democratic Services)

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