

**HAMBLETON DISTRICT COUNCIL**

**Report To:**    Audit, Governance and Standards Committee  
                  27 March 2013

**From:**         Director of Resources

**Subject:**     **AUDIT, GOVERNANCE AND STANDARDS COMMITTEE - REPORT  
PROGRAMME 2013/14**

All Wards

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**1.0    PURPOSE AND BACKGROUND:**

- 1.1    The purpose of this report is to identify those reports which the Committee wishes to receive on a structured basis.
- 1.2    The Committee meets five times per year and with this in mind, and based upon the work of the Committee since its inception in March 2006, Annex A is a suggested programme of reports that the Committee could consider. This would not, of course, prevent the Committee from considering ad hoc reports on other matters within the terms of reference for the Committee.

**2.0    DECISIONS SOUGHT:**

- 2.1    Members are asked to confirm those reports that it wishes to receive on a structured basis.

**3.0    RISK MANAGEMENT:**

- 3.1    There are no risks associated with approval of this report. The report will ensure that the Committee receives reports in a timely manner on those issues that are key to the Committee's terms of reference. Approval of a programme of reports is considered as best practice and will enable the work of the Committee to be spread out over the next financial year in a structured way.
- 3.2    The risk of not approving the report is that issues of relevance are not brought to the Committee's attention in a timely manner.

**4.0    RECOMMENDATIONS:**

- 4.1    It is recommended that Members approve the Report Programme set out at Annex A.

JUSTIN IVES

**Background papers:**       None

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**PROPOSED REPORT PROGRAMME FOR  
AUDIT, GOVERNANCE AND STANDARDS COMMITTEE 2013/14**

**JUNE - 1<sup>ST</sup> QUARTER**

1. RIPA Update
2. Annual Internal Audit Report 2012/13.
3. Annual Governance Statement for 2012/13.
4. Annual Report to Cabinet on the Committee's Activities for 2012/13.
5. Annual Report on Counter Fraud and Anti-Corruption for 2012/13.
6. Debt Statistics 2012/13.
7. Statutory Auditor – Quarterly Update.

**SEPTEMBER - “SPECIAL”**

1. Statement of Accounts for 2012/13.
2. Statutory Auditor – Annual Audit Letter – Accounting and Internal Control Systems 2012/13.

**OCTOBER - 2<sup>ND</sup> QUARTER**

1. Rolling Review of Constitution
2. RIPA Update
3. Internal Audit Q1+ Report 2013/14.
4. Annual Review of Risk Management Strategy (Including a Review of the Process, the Policy Statement and the Risk Management Guidance Manual)
5. Annual Review of Audit and Governance Committee's Terms of Reference
6. Statutory Auditor – Quarterly Update.

**JANUARY - 3<sup>RD</sup> QUARTER**

1. Rolling Review of Constitution
2. RIPA Update
3. Statutory Auditor – Annual Audit & Inspection Letter 2012/13.
4. Statutory Auditor – Annual Grant Claims and Returns 2012/13.
5. Internal Audit Q2+ Report 2013/14.
6. Statutory Auditor – Quarterly Update.
7. Annual Review of the Audit Vision and Charter.

**MARCH - 4<sup>TH</sup> QUARTER**

1. Rolling Review of Constitution
2. RIPA Update
3. Internal Audit Q3+ Report 2013/14.
4. Accounts & Audit (Reg 6) Review of the Effectiveness of Internal Audit
5. Statutory Auditor – Quarterly Update Report
6. Internal Audit Plan for 2014/15.
7. Reporting Programme for 2014/15.
8. Review of Annual Treasury Management Strategy 2014/15.