

HAMBLETON DISTRICT COUNCIL

Report To: Audit, Governance and Standards Committee
21 March 2017

From: Director of Finance (Section 151 Officer)

**Subject: AUDIT, GOVERNANCE AND STANDARDS COMMITTEE - REPORT
PROGRAMME 2017/18**

All Wards

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, 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 RISK MANAGEMENT:

- 2.1 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.
- 2.2 The risk of not approving the report is that issues of relevance are not brought to the Committee's attention in a timely manner.

3.0 RECOMMENDATIONS:

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

LOUISE BRANFORD-WHITE
DIRECTOR OF FINANCE (S151 OFFICER)

Background papers: None

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REPORT PROGRAMME FOR
AUDIT, GOVERNANCE AND STANDARDS COMMITTEE 2017/18

JULY - 1ST QUARTER

1. RIPA Update
2. Annual Internal Audit Report 2016/17
3. Annual Governance Statement for 2016/17
4. Annual Report to Cabinet on the Committee's Activities for 2016/17
5. Annual Report on Counter Fraud and Anti-Corruption for 2016/17
6. Statutory Auditor – Quarterly Update
7. Annual Review of the Audit Vision and Charter
8. Politically Restricted Posts
9. Risk Register – Annual Report
10. Statement of Accounts for 2016/17
11. Statutory Auditor – Annual Audit Letter – Accounting and Internal Control Systems 2016/17

SEPTEMBER - “SPECIAL”

The September meeting has been scheduled but is unlikely to be required due to the Statement of Accounts being completed in a tighter timescale and being included in the July meeting.

OCTOBER - 2ND QUARTER

1. RIPA Update and Policy Amendment
2. Internal Audit Q1 Report 2017/18
3. Annual Review of Risk Management Strategy (Including a Review of the Process, the Policy Statement and the Risk Management Guidance Manual)
4. Annual Review of Audit and Governance Committee's Terms of Reference
5. Statutory Auditor – Quarterly Update

JANUARY - 3RD QUARTER

1. RIPA Update and Annual Review of Policy Statement
2. Statutory Auditor – Annual Audit & Inspection Letter 2016/17
3. Internal Audit Q2+ Report 2017/18
4. Statutory Auditor – Quarterly Update

MARCH - 4TH QUARTER

1. RIPA Update
2. Internal Audit Q3+ Report 2017/18
3. Statutory Auditor – Quarterly Update
4. Internal Audit Plan for 2018/19
5. Reporting Programme for 2018/19
6. Review of Annual Treasury Management Strategy 2018/19
7. Statutory Auditor – Annual Grant Claims and Returns 2016/17