

North East Derbyshire District Council

Audit and Corporate Governance Scrutiny Committee

28 May 2015

Committee Work Programme 2015/2016

Report No: ADGMO/4/15/16/SS of Assistant Director Governance and Monitoring Officer

This report is public

Purpose of the Report

- To enable the Committee to consider an appropriate Work Programme for the municipal year 2015/2016.

1 Report Details

- 1.1 The Audit and Corporate Governance Scrutiny Committee considers a range of financial and governance issues on a regular basis. Given the number of matters that are examined by the Committee it is appropriate that an Annual Work Programme continues to be in place. This programme will form part of the report on the Scrutiny Committees Work Programmes 2015/2016 which will be considered by Cabinet.
- 1.2 The proposed Work Programme is set out in the attached **Appendix 1**. It should be recognised that the work plan is at this stage an indicative one to which matters may be added or removed as appropriate.
- 1.3 The draft work programme enables Members to give structured consideration as to whether the proposed agenda items are appropriate and serve to meet the objectives of the Committee. That question needs to take place in the light of the Council's Constitution, Chartered Institute of Public Finance and Accountancy (CIPFA) Guidance on the role of an Audit Committee and established good practice. Attached as **Appendix 2** for Members information is a copy of the Committees delegations, taken from the Council's Constitution.
- 1.4 In addition to the meeting dates approved by Cabinet , it is proposed that a special meeting be held in October 2015 to consider the Chartered Institute of Public Finance and Accountancy/ Society of Local Authority Chief Executives [CIPFA/ SOLACE] self assessment document. This process enables the Committee to examine critically its role and work and look at any areas for improvement. If supported a date for the special meeting will be discussed and agreed with the Chair of the Committee.

2 Conclusions and Reasons for Recommendation

- 2.1 To enable the Committee to consider its Work Programme for 2015/2016.

3 Consultation and Equality Impact

- 3.1 There are no consultation and equality impact matters arising directly from the content of this report.

4 Alternative Options and Reasons for Rejection

- 4.1 There were no other options considered and rejected.

5 Implications

5.1 Finance and Risk Implications

The development of a Work Programme for the Audit and Corporate Governance Scrutiny Committee will provide an appropriate structure to assist and support the Committee's audit and governance scrutiny work. This will help to ensure that the Committee continues to operate effectively and that the Council's governance/scrutiny and accountability arrangements remain robust. The Programme is designed to allow the Scrutiny Committee to continue its flexible approach to its work and consider a range of matters which are within its remit.

There are no financial issues arising from the report.

5.2 Legal Implications including Data Protection

There are no legal issues or Data Protection matters arising directly from this report.

5.3 Human Resources Implications

There are no Human Resource issues arising from the report.

6 Recommendations

- 6.1 That the Committee notes and endorses the Audit and Corporate Governance Scrutiny Work Programme 2015/2016 as set out in the attached **Appendix 1**.
- 6.2 That the Committee recommends that the Work Programme as set out in the attached **Appendix 1** be referred to Cabinet for its consideration.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
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District Wards Affected	None directly
Links to Corporate Plan priorities or Policy Framework	High Performing Council

8 Document Information

Appendix No	Title
1	Audit and Corporate Governance Scrutiny Committee Work Programme 2014/2015
2	Audit Committees present Delegation
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	
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Appendix 1

AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE: PROPOSED WORK PROGRAMME 2015/2016

<u>DATE OF MEETING</u>	<u>ITEM</u>
25 June 2015	<ul style="list-style-type: none"> • Internal Audit Consortium: Annual Report 2014/2015 • Summary of Internal Audit Reports issued 2014/2015 • Annual Review of Adequacy of Internal Audit • Draft Statement of Accounts 2014/2015 • Key Issues of Financial Governance
24 September 2015	<ul style="list-style-type: none"> • Report to those Charged with Governance (KPMG) • NEDDC Statement of Accounts 2014/2015 • Key Issues of Financial Governance • Medium Term Financial Plan (MTFP) Update • Review of Risk Management Strategy • Review of Anti Fraud Policy • Risk Management Update, Partnership Working and Strategic Risk Register • Performance Management, 1st Quarter 2015/2016 • Quarter 1 2014/2015 Financial Monitoring
26 November 2015	<ul style="list-style-type: none"> • Budget Monitoring Report – Quarter 2 – July – September 2015 • Risk Management Update, Partnership Working and Strategic Risk Register • Performance Management, 2nd Quarter 2015/2016 • Key Issues of Financial Governance • Corporate Debt Recovery Update
4 February 2016	<ul style="list-style-type: none"> • Medium Term Financial Plan 2015/2016 to 2017/2018 • DOES THIS TIE IN WITH BUDGET TIMETABLE?P • Key Issues of Financial Governance • Finance and Risk Update • Performance Management, 3rd Quarter 2015/2016 • Risk Management Update, Partnership Working and Strategic Risk Register •
21 April 2016	<ul style="list-style-type: none"> • Key Issues of Financial Governance • Internal Audit Plan 2016/2017 • Internal Audit Plan 2015/2016

5.3 Scrutiny Committees

- (a) Within their themed areas, all *Scrutiny Committees* will:-
- (i) review decisions made by and the performance of the *Council Meeting*, the *Cabinet*, committees and *Officers* both in relation to individual decisions and over time (but not including *Regulatory Decisions*)
 - (ii) review the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas
 - (iii) question members of the *Cabinet* and *Officers* about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions (but not including *Regulatory Decisions*)
 - (iv) make recommendations to the *Council Meeting* and/or *Cabinet* arising from work undertaken by a *Scrutiny Committee*
 - (v) review the performance of other public bodies in the area and invite reports from them by asking them to address the *Scrutiny Committee* about their activities and performance
 - (vi) question and gather evidence from any person with their consent
 - (vii) collaborate with other *Scrutiny Committees* and other bodies carrying out similar functions outside the Council
 - (viii) report to the Council meeting annually on the scrutiny function and their work
 - (ix) exercise functions relating to call in and Councillor Call for Action.

(e) Audit and Corporate Governance Scrutiny Committee

The committee will:-

- (i) consider the Internal Audit annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements
- (ii) consider summaries of specific Internal Audit reports as requested
- (iii) consider reports dealing with the management and performance of the providers of Internal Audit Services

- (iv) consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale
- (v) consider the External Auditor's Management Letter, relevant reports, and the report to those charged with governance
- (vi) consider specific reports as agreed with the External Auditor
- (vii) comment on the scope and depth of external audit work to ensure it gives value for money
- (viii) liaise with the Audit Commission over the appointment of the Council's external auditor
- (ix) commission work from Internal and External Audit as necessary
- (x) maintain an overview of the *Contract Rules*, and *Finance Rules*
- (xi) review any issue referred to it by the *Chief Executive*, a *Director*, the *Monitoring Officer*, the Chief Finance Officer or the *Council Meeting*, a committee or the *Cabinet*
- (xii) monitor the effective development and operation of risk management and corporate governance in the Council
- (xiii) monitor the Council's anti fraud and corruption strategy
- (xiv) oversee the production of the Council's Statement on Internal Control and recommend its adoption
- (xv) oversee the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice
- (xvi) oversee the Council's compliance with its own and other published standards and control
- (xvii) approve the Council's audited Annual Statement of Accounts
- (xviii) review the annual statement of accounts, specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the *Council Meeting*
- (xix) consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts