

By: Richard Long, Chairman of Governance and Audit Committee  
Neeta Major, Interim Head of Internal Audit

To: Governance and Audit Committee – 19 December 2012

Subject: **COMMITTEE WORK & MEMBER DEVELOPMENT PROGRAMME**

Classification: Unrestricted

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**Summary:** This report provides an updated forward committee work and member development programme.

## **FOR DECISION**

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### **Introduction and background**

1. This is a standing item on each agenda to allow members to review the plan for the year ahead, and provide members with the opportunity to identify any additional items that they would wish to include.
2. In addition on 18 April 2012, the Committee agreed a training programme for 2012-13 and that a proposed 2013-2014 post election training programme would be presented to the April 2013 Committee for consideration.

### **Current work programme**

3. Annex 1 shows the latest programme of work for the Committee, up to December 2013. The content of the programme is matched to the Committee Terms of Reference and aims to provide at least the minimum coverage necessary to meet the responsibilities set out.
4. The programme details that in December 2012 there is a review of the Bribery Act policy and any related amendments to the Constitution. The Director of Governance and Law and the Counter Fraud Manager have reviewed the policy and concluded that no amendments are required. Hence a separate paper has not been prepared, but the item will remain on the programme to ensure annual review.
5. The programme reflects requests made from Committee members for additional reports on specific items of interest.

### **Member Development programme**

6. As agreed on 18 April 2012, for 2012-13 risk management training was provided at the September Committee meeting.
7. In addition the Governance & Audit Committee Trading Activities Sub Group was provided with training on the Local Government Act 2003 Trading Order (including best practice requirements for a robust business case and business plan) on 28 September 2012.

## **Recommendations**

8. It is recommended that Members:

- approve the forward work programme to December 2013 to meet the Committee's Terms of Reference;
- identify any additional items that members would wish to include.

## **Appendices**

**Annex 1**                      Committee work programme

**Neeta Major**  
**Interim Head of Internal Audit**  
**Ext: 4664**

Category / Item	Owner	Dec-12	Apr-13	Jul-13	Sep-13	Dec-13
<b>Secretariat</b>						
Minutes of last meeting	AT	✓	✓	✓	✓	✓
Work Programme	NM	✓	✓	✓	✓	✓
Member Development Programme	NM	✓	✓	✓	✓	✓
<b>Risk Management and Internal Control</b>						
Corporate Risk Register	RH	✓		✓		✓
Review of the Risk Management Strategy, Policy and Programme	RH					✓
Report on Insurance and Risk Activity	NV		✓			
Treasury Management quarterly report/six monthly review	NV	✓	✓		✓	✓
Treasury Management Annual Report	NV			✓		
Ombudsman Complaints	GW				✓	
Annual Complaints Report	DC				✓	
Update on Savings programme	AW		✓		✓	
Annual report on 'surveillance' activities carried out by KCC	MR			✓		
Adhoc report on RIPA	MR	✓				
<b>Corporate Governance</b>						
Progress update on Change to Keep Succeeding	AB	Adhoc as requested				
Update on development of Management Guides (previously Statements of Required Practice).	DW		✓			
Annual review of Terms of Reference	NM				✓	
Debt Recovery	NV	✓		✓		✓
Annual review of the Council's Code of Corporate Governance	GW		✓			
Review of Bribery Act Policy and any related amendments to Constitution ( <i>no changes in Dec 2012 hence no separate report</i> )	GW	✓				✓

Category / Item	Owner	Dec-12	Apr-13	Jul-13	Sep-13	Dec-13
<b>Internal Audit</b>						
Internal Audit Progress Report	NM	✓	✓		✓	✓
Internal Audit Annual Report	NM			✓		
Internal Audit Benchmarking Results	NM				✓	
Internal Audit Strategy and Annual Plan	NM		✓			
Review of Charter of Internal Audit	NM			✓		
<b>External Audit</b>						
External Audit Update	NM	✓	✓	✓	✓	✓
External Audit Governance Report	NM			✓		
External Audit Annual Audit Letter	NM	✓				✓
External Audit Certification of Claims and Returns Report	NM		✓			
Effectiveness of Internal and External Audit Liaison	NM	✓				✓
External Audit Annual Plan & Fee	NM		✓			
External Audit Pension Fund Plan & Fee	NM		✓			
<b>Financial Reporting</b>						
Statement of Accounts & Annual Governance Statement	AW			✓		
Revised Accounting Policies	CH		✓			
<b>Fraud</b>						
Anti-fraud and anti-corruption compliance with CiPFA Red Book	NM			✓		
Review of the Anti-fraud and anti-corruption Strategy	NM			✓		
Anti-Fraud and Corruption Progress Report	NM	✓	✓	✓	✓	✓