



Audit and Standards Committee Forward Plan June 2017 – March 2019

If you would like to know more about our work programme, please get in touch with Tina Gould, Scrutiny and Support Manager, 01785 276148 or tina.gould@staffordshire.gov.uk

Item and lead officer	Date of meeting	Links with Council strategic commissioning priorities	Detail	Action/Outcome
	26 June 2017			
External Audit Plan Ernst & Young			Progress Report	VfM work was well progressed but more work needed on BCF and integration with wider health economy. Members asked to be kept informed on developments re business rates
Internal Audit Report of the Director of Finance and Resources			<ul style="list-style-type: none"> • Outturn Report 2016-17 • Audit Charter 2017 • Strategy and Plan 2017-18 	Adequate assurance judgement received on governance, risk and control framework; minor revisions to Internal Audit Charter were agreed and internal audit strategy and plan agreed. Members agreed the need for flexibility to address unplanned business.
SAP Replacement update Report of Director of Finance and Resources				Programme Manager explained the background to, governance and risk management associated with the new system and how elements of change would be managed.

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Code of Corporate Governance – 2017/18 Director of Strategy, Governance and Change <i>and</i> Director of Finance and Resources			Update on action plan	The new Code of Corporate Governance and resulting Action Plan were approved.
Procurement Regulations Report of the Director of Finance and Resources				The revised procurement regulations offered an enhanced level of robustness and were approved for inclusion in the constitution.
Induction training of the new Audit & Standards Committee				
	25 September 2017			
Statement of Accounts 2016/17 Report of Director of Finance and Resources			<ul style="list-style-type: none"> • County Council • Pension Fund 	The Committee received a presentation explaining the Statement of Accounts for 2016-17: how they are prepared, where public money is spent in Staffordshire, the accounting concepts and principals and technicalities around the balance sheet.
Annual Governance Statement 2016/17 Director of Strategy, Governance & Change & Director of Finance & Resources				The governance statement explained how the CC followed the corporate code of governance and met the requirements of Accounts and Audit Regulations 2015 in preparing the statement of accounts. Members discussed the

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				detail, understood that 2016-17 had been challenging in terms of MTFs and approved them.
Report to those charged with Governance Report of Ernst & Young				The report from External Auditors on how they conducted their audit and arrived at their conclusions was received.
Local Public Audit - Update Director of Finance & Resources				The Committee noted the sector led body procurement process for appointment of external auditors for the County Council from 2018-19. They asked to be advised of the level of audit fee over recent years.
Cyber Essentials Review Director of Finance and Resources			Exempt under paragraph 3 of LGA 1972	The Committee received a summary of the Internal Audit Review into the systems, controls and risks relating to the administration and control of processes for dealing with aspects deemed to have limited assurance. Members noted the progress against recommendations and asked for an update in March 2018.
	4 December 2017 meeting cancelled now 12 December			
Strategic Risk Register Director of Strategy Governance and Change and Director of Resources				Item deferred to 12 March 2018

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<p>Health, Safety and Wellbeing Performance Annual Report 2016/17</p> <p>Health, Safety and Wellbeing Manager</p>				<p>The report was received. Members requested that they receive emergency response and anti-terrorism training; that an update on mental wellbeing be provided to Members; that consideration be given to running Personal Resilience training to Members next year (NB arranged).</p>
<p>Annual Audit Letter 2016-17</p> <p>Report of Ernst & Young</p>				<p>The report was received and accepted.</p>
<p>Internal Audit Plan 2017-18 Annual Update</p> <p>Report of the Director of Finance and Resources</p>				<p>The report was received and accepted.</p>
<p>New item: Internal Audit External Quality Assessment</p> <p>Report of Director of Finance and Resources</p>				<p>The report was received and accepted.</p>
<p>New item: National Fraud Initiative (NFI) 2016/17 - Update</p>				<p>The report was received and accepted.</p>
	<p>12 March 2018</p>			
<p>Strategic Risk Register</p> <p>Director of Strategy Governance and Change and Director of Finance and Resources</p>				<p>Item deferred from 12 December 2017</p> <p>Item deferred to June 2018</p>

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Annual Information Governance Statement Head of Business Support			Annual report	
Review of the Effectiveness of the Audit & Standards Committee. Director of Finance and Resources			This item took the form of a Workshop held in early February 2018 with feedback to the 12 March meeting.	
Annual Report of the Management of Complaints made under the Members' Code of Conduct Director of Strategy, Governance and Change			Annual statement	
External Audit Plan 2017/18 Report of Ernst & Young				
New item: Pension Fund External Audit Plan 2017/18 Report of Ernst & Young				
Interim Update Report 2017/18 Report of Ernst & Young				Deferred to June 2018
Local Government Sector Update Report Report of Ernst & Young				

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Part Two - Cyber Essentials - Limited Assurance Review – Presentation by the interim Head of ICT and Head of Business Support			Update against recommendations.	
New item Part Two: Fairer Charging and Welfare Benefits – limited assurance report Report of the Director of Finance and Resources				
	13 June 2018			
Strategic Risk Register Director of Strategy Governance and Change and Director of Finance and Resources				
Internal Audit <ul style="list-style-type: none"> • Outturn Report 2017-18 • Audit Charter 2018 • Strategy and Plan 2018-19 • Auditing in a Commercial Environment - presentation. Report of the Director of Finance and Resources				
Code of Corporate Governance – 2017/18 Director of Strategy,				

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Governance and Change <i>and</i> Director of Finance and Resources				
Interim update report 2017/18 Report of Ernst & Young				
Financial Regulations Report of the Director of Finance and Resources.				
	30 July 2018			
Annual Governance Statement 2017/18 Director of Strategy, Governance & Change & Director of Finance & Resources				
Statement of Accounts 2017/18 Report of Director of Finance and Resources				
Report to Those Charged with Governance Report of Ernst & Young				
	24 September 2018			
	3 December 2018			
	11 March 2019			

Item and lead officer	Date of meeting	Links with Council strategic commissioning priorities	Detail	Action/Outcome
Work programme for the Audit and Standards Committee	All meetings			
Proposed changes to the Constitution	As required			
Internal Audit Special Investigation/limited Assurance/ Top Risk Areas reports	As required			
Other items:			<ul style="list-style-type: none"> Penda property partnership 	A development day on Penda Property Partnership will be offered to all members

Membership

Derek Davis, OBE
Mike Davies
Michael Greatorex
Martyn Tittley (Chairman)
David Brookes
Colin Greatorex
Syed Hussain

Ian Lawson
Jeremy Oates
Carolyn Trowbridge
(Vice-Chairman)
Ross Ward
Bernard Williams
Victoria Wilson
Jill Hood

Calendar of Committee Meetings

(All meetings at 10.00 a.m. unless otherwise stated)

26 June 2017
25 September 2017
4 December 2017 – meeting cancelled
12 December 2017
12 March 2018
13 June 2018 (additional meeting)
30 July 2018 (to be confirmed)
24 September 2018
3 December 2018 at 2.00 p.m.
11 March 2019

Meetings usually take place at County Buildings, Martin Street, Stafford ST16 2LH