

## **Audit and Governance Committee**

10<sup>th</sup> February 2016

Report of the Director of CBSS (Portfolio of the Leader of the Council)

### **Audit & Governance Committee Forward Plan to December 2016**

#### **Summary**

1. This paper presents the future plan of reports expected to be presented to the Committee during the forthcoming year to December 2016.

#### **Background**

2. There are to be six fixed meetings of the Committee in a municipal year. To assist members in their work, attached as an Annex is the indicative rolling Forward Plan for meetings to December 2016. This may be subject to change depending on key internal control and governance developments at the time. A rolling Forward Plan of the Committee will be reported at every meeting reflecting any known changes.
3. Two amendments have been made to the Forward plan since the previous version was presented to the Committee in December 2015.
4. The Absence Management Process update report and the Quarterly Project Management Update Report have both been deferred until the next Committee meeting in April.

#### **Consultation**

5. The Forward Plan is subject to discussion by members at each meeting, has been discussed with the Chair of the Committee and key corporate officers.

#### **Options**

6. Not relevant for the purpose of the report.

## **Analysis**

7. Not relevant for the purpose of the report.

## **Council Plan**

8. This report contributes to the overall effectiveness of the council's governance and assurance arrangements.

## **Implications**

9.
  - (a) **Financial** - There are no implications
  - (b) **Human Resources (HR)** - There are no implications
  - (c) **Equalities** - There are no implications
  - (d) **Legal** - There are no implications
  - (e) **Crime and Disorder** - There are no implications
  - (f) **Information Technology (IT)** - There are no implications
  - (g) **Property** - There are no implications

## **Risk Management**

10. By not complying with the requirements of this report, the council will fail to have in place adequate scrutiny of its internal control environment and governance arrangements, and it will also fail to properly comply with legislative and best practice requirements.

## **Recommendations**

11.
  - (a) The Committee's Forward Plan for the period up to December 2016 be noted.

### *Reason*

*To ensure the Committee receives regular reports in accordance with the functions of an effective audit committee.*

(b) Members identify any further items they wish to add to the Forward Plan.

Reason

*To ensure the Committee can seek assurances on any aspect of the council's internal control environment in accordance with its roles and responsibilities.*

**Contact Details**

**Author:**

Emma Audrain  
Technical Accountant  
Customer & Business  
Support Services  
Telephone: 01904 551170

**Chief Officer Responsible for the report:**

Ian Floyd  
Director of CBSS  
Telephone: 01904 551100

**Report  
Approved**



**Date** 10/02/2016

**Specialist Implications Officers**

Head of Civic, Democratic & Legal Services

**Wards Affected:** Not applicable

**All**

**For further information please contact the author of the report**

**Background Papers:**

None

**Annex**

Audit & Governance Committee Forward Plan to December 2016