

Audit & Governance Committee

6 June 2006

Report of the Assistant Director (Audit & Risk Management)

Forward agenda proposals

Summary

- 1 The purpose of this report is to set out a proposals for the Committee's forward agenda from its inaugural meeting in June 2006 up to and including April 2008 for consideration and discussion by Members.

Future meeting dates

- 2 The Committee is scheduled to meet on a quarterly cycle. The timings and particular arrangements for 2006/07 are slightly different however in the first instance because:
 - the inaugural meeting of the Committee had to be arranged for June to allow for the approval of the new Constitution and formal appointment of Members to the Committee;
 - the need to include a special meeting in late June to take the Statement of Accounts further to the new publication timetable for the Accounts to be certified before 30 June 2006 (previously the deadline for certification has been the 30 September each year).
- 3 These constraints mean that the meetings timetable for the rest of 06/07 is a little out of kilter with the when key standard items (such as annual audit plans) usually need to be reported for Member consideration and approval. As it was known that the timetable for 06/07 meetings would be slightly thrown out it was agreed with Committee Services that the forward dates for A&G after January 07 would be agreed with Members at the inaugural meeting of the Committee. It is suggested that Members take the opportunity of scheduling 07/08 meetings in April, June, September and January to better match the future meeting cycle with service operations and necessary decision dates.

Future business

- 4 Annex A sets out detailed proposals as to what items must, as a minimum be considered at each of the meetings scheduled for A&G until April 2008. Clearly, in scheduling a forward agenda for the Committee it is important to create a balance between:
- standard regular items of known business (eg The Annual Report of the Chief Internal Auditor);
 - additional one-off but planned items (eg an audit report on a specific topic);
 - unplanned, ad-hoc or urgent items of business arising during the course of the year (which are to be expected in respect of the audit and fraud functions that report through the A&G Committee).
- 5 There is a large and regular agenda of business for the Committee. The proposals as they stand set out what items must go to which meetings over the municipal year. This in no way excludes the opportunity of other items being included at any given meeting and Members views as to whether there are any further items of business that should be added at this stage would be welcomed. progress and development on a quarterly basis for joint monitoring and problem solving purposes.

Consultation

- 6 Initial proposals as set out for consultation with Members of A&G at the inaugural meeting of the Committee on 6 June 2006. The S151 Officer has been consulted on the necessary timing of items across the year in preparing these proposals for Members consideration.

Options

- 7 Not relevant for the purpose of this report.

Analysis

- 8 Not relevant for the purpose of this report.

Corporate Objectives

- 9 This report contributes to the overall effectiveness of the Council's internal management & assurance arrangements in helping to achieve of the following corporate objectives;
- Ensure probity, integrity and honesty in everything we do (Objective 8.3).
 - Provide accurate and transparent management information in a timely and effective manner (Objective 8.3).
 - Improve the forward planning, openness, propriety, speed and effectiveness of decision-making (Objective 8.4).

Implications

- 10 There are no financial, HR, equalities, legal, crime and disorder or IT&T implications arising from this report.

Risk Management Assessment

- 11 Not applicable to this report

Recommendations

- 12 Members are asked to:

- a) consider the forward plan proposals set out in Annex A;

Reason

To ensure the effective management of Committee business

- b) identify any further items of business to be taken by the Committee but in doing so note the need to provide sufficient time within the normal quarterly meeting cycle to allow for unplanned and/or urgent items to be referred as necessary.

Reason

To ensure the effective management of Committee business

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Report Approved

Yes

Date 24 May 2006

Specialist Implications Officer(s) Not applicable

Wards Affected Not applicable

All

For further information please contact the author of the report

Background Papers

None

Annexes

Annex A *Forward Agenda proposals for discussion (draft)*