

Audit and Governance Committee

31 July 2013

Report of the Director of CBSS

Audit & Governance Committee Forward Plan to June 2014

Summary

1. This paper presents the future plan of reports expected to be presented to the Committee during the forthcoming year to June 2014.

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 June. 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. A number of new agenda items have been added to the forward plan since the previous version was presented to this Committee on 9th July 2013. This is to reflect agreement by members and officers at the last Committee meeting to bring further reports to the Committee throughout the year on the significant issues highlighted in the Annual Governance Statement.
4. As part of the Democratic Governance item, a progress report on the preparation of a refreshed constitution is to be brought to each of the upcoming Committee meetings in December, February and April. An item on Protocol for filming, photography and recording at public meetings has been added to the September Agenda. Also added to this meeting is an item to consider proposals for the conduct of Council meetings, including proposals in respect of public participation, questions of Council members and the arrangements for dealing with motions.
5. A report on the review of the Petitions scheme has been added to the Agenda for the December Committee meeting along with a report on

the review of Scrutiny Arrangements. A report on Transparency has also been added to the Agenda for the February meeting.

6. A report to provide an update on information governance incorporating developments around the FOI Process has been added to the Agenda for both the September and April meetings.
7. Three separate reports have been added to the agenda for the December meeting to update members on Partnership Governance and Grant Funding arrangements; Project and Programme Management issues; and Business Continuity issues.

Consultation

8. 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

9. Not relevant for the purpose of the report.

Analysis

10. Not relevant for the purpose of the report.

Council Plan

11. This report contributes to the overall effectiveness of the council's governance and assurance arrangements contributing to an 'Effective Organisation'.

Implications

12.
 - (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

13. 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

14. (a) The Committee's Forward Plan for the period up to June 2014 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
Trainee Cipfa Accountant
Customer & Business
Support Services

Chief Officer Responsible for the report:

Ian Floyd
Director of CBSS
Telephone: 01904 551100

**Report
Approved**



Date 22/07/2013

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 June 2014