



## 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 Carol Bloxham, Scrutiny and Support Officer, 01785 276155 or [carol.bloxham@staffordshire.gov.uk](mailto:carol.bloxham@staffordshire.gov.uk)

Item and lead officer	Date of meeting	Links with Council strategic commissioning priorities	Detail	Action/Outcome
	<b>26 June 2017</b>			
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"> <li>• Outturn Report 2016-17</li> <li>• Audit Charter 2017</li> <li>• Strategy and Plan 2017-18</li> </ul>	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				
	<b>25 September 2017</b>			
Statement of Accounts 2016/17  Report of Director of Finance and Resources			<ul style="list-style-type: none"> <li>• County Council</li> <li>• Pension Fund</li> </ul>	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.
	<b>4 December 2017 meeting cancelled now 12 December</b>			
Strategic Risk Register Director of Strategy Governance and Change and Director of Resources				Item deferred to 12 March 2018

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Health, Safety and Wellbeing Performance Annual Report  Health, Safety and Wellbeing Manager			Presentation and annual report	
Annual Audit Letter 2016-17  Report of Ernst & Young				
Internal Audit Plan 2017-18 Annual Update  Report of the Director of Finance and Resources				
New item: Internal Audit External Quality Assessment Report of Director of Finance and Resources				
New item: Limited Assurance Report Internal Audit Special Investigation Reports – High Risk Report of the Director of Finance and Resources				Item deferred to March 2018
New item: National Fraud Initiative (NFI) 2016/17 - Update				
	<b>12 March 2018</b>			
Strategic Risk Register Director of Strategy				Item deferred from 12 December 2017

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Governance and Change and Director of Resources				
Annual Information Governance Statement  Head of Information Governance			Annual report	
Review of the effectiveness of the Audit & Standards Committee  Head of Law & Democracy and Chief Internal Auditor			Members will receive a questionnaire from the Head of Audit and Financial Services.  <b>This item will take the form of a Workshop to be arranged in early February 2018 with feedback to the 12 March meeting.</b>	
Members Standards Annual Report  Director of Strategy, Governance and Change			Annual statement	
External Audit Plan  Report of Ernst & Young			update	
Cyber Essentials - Limited Assurance Review – interim Head of ICT			Update against recommendations.	
<b>2018/19 dates to be confirmed</b>	<b>13 June 2018</b>			
	<b>30 July 2018</b>			
	<b>24 September</b>			

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	2018			
	3 December 2018			
	11 March 2019			
Work programme for the Audit and Standards Committee	All meetings			
Proposed changes to the Constitution	As required			
Internal Audit Special Investigation/limited/ Top Risk Areas reports	As required	26 June 2017	Accounts Receivable Client Contributions Property Cases	Committee to write to Cabinet Member, Finance and Corporate Matters requesting he adopts a greater sense of urgency in recovering outstanding debts.
<b>Other items:</b>			<ul style="list-style-type: none"> <li>• Auditing in a Commissioning environment (cybercrime)</li> <li>• External Assessment of Internal Audit</li> <li>• Local Public Audit - update</li> <li>• Procurement Regulations and Financial regulations.</li> <li>• Penda property partnership</li> <li>• Financial Regulations - update</li> </ul>	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