

Report to: Audit, Governance and Improvement Review Committee
Date: 20th March 2008
Subject: Report schedule for 2008/09
Report of: Director of Business Support Services
Contact officer: Martyn Kenyon 01942 827550

Purpose / summary: To assist with planning the business of the Committee

Alternative options considered and reason for selecting the one recommended: No alternatives. Forward planning will help to ensure the effectiveness of the Committee and enable statutory timetables to be achieved

Recommendation / decision: The Committee are requested to note the proposed work programme and agree the amendments to the meetings schedule.

Key Decision: This report does not involve a key decision.

Risks / Implications: Ensures the various aspects of the Council's Governance arrangements can be reviewed on a planned and methodical basis.

Financial: n/a
Staffing: n/a
Policy: n/a
Equal Opportunities - Has a Diversity Impact Assessment been conducted? A diversity impact assessment is not relevant to the subject matter of this report
Wards affected: None

Property Implications– Does the proposal involve a reduction, addition or change to the Council’s asset base or its occupation?

No

If yes have the property implications been agreed with the Corporate Property officer?

n/a

Does this proposal have significant implications for the Council and the local population?

No .

Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure?

No.

Has the Director of Legal and Property Services confirmed that the recommendations within this report are lawful and comply with the Council’s Constitution?

Yes *

Has the Director of Finance and IT confirmed that any expenditure referred to within this report is consistent with the Council’s budget?

n/a *

Are any of the recommendations within this report contrary to the Policy Framework of the Council?

No *

* delete which applicable

For Cabinet reports only :

Categorisation of the report:	x
Discussion leading to a decision	
Monitoring	
Sharing for corporate understanding	

	x
Discussion	
Decision	
Information	

Tracking/Process:

	Consultation	Ward Members	Partners
Panel	Overview & Scrutiny	Cabinet	Council

There are no Background Papers to this Report within the meaning of Section 100D of the Local Government Act 1972.

Proper Officer Dr David Smith

Date 3rd March 2008

Background:

It was explained at the 8th June 2006 meeting, that in order to meet certain inspection and statutory timetables, there may be a need to re-arrange or arrange additional meetings of the Audit Governance and Improvement Review Committee, to consider and approve specific items.

This report outlines the key reports that will be presented to the Committee during the 2008/9 Municipal Year and the timing of those items, although there will be other issues included on the agenda as necessary.

The schedule follows the original timetable for the Committee, with the exception of:

- An additional meeting is required on 26th June 2008 to receive and approve the Council's Statement of Accounts prior to the Statutory deadline of 30th June.
The statement will include the Annual Governance Statement which will be reviewed at the 5th June 2008 meeting, prior to forwarding on to Cabinet for formal approval.
- The meeting scheduled for 20th November 2008 needs to be moved to December 11th to allow the presentation of by the External Auditors of the Use of Resources and Value for Money assessment which is determined by national publication dates for all authorities.

This approach enables the workload of the Committee to be balanced.

Recommendation

The Committee are requested to note the proposed work programme and agree the amendments to the meetings schedule.

2008/9 Audit, Governance and Improvement Review Committee
- Reports Schedule

Date	Report	comments
5 th June 2008	Internal Audit Annual Report and Assurance Opinion. Annual Governance Statement (Statement on Internal Control). Audit Commission Annual Audit and Inspection Plan. Corporate plan 2008/11 narrative. Business Support Services & Chief Exec's Departmental Plans 2008/9 to 2010/11. HR management Information.	Forward to Cabinet for approval
26 th June 2008 (Special Meeting)	Statement of Accounts Q4 performance reports Corporate Plan Q4 year end 2007/8 Follow up to UoR Action Plan	
31 st July 2008	Use of Resources and VFM Self Assessment Benefit Fraud Inspectorate Report Corporate Plan 2008/11 supplementary info Q1 performance reports Q1 HR Management information	
25 th September 2008	External Audit Opinion (Accounts) Audit Commission Annual Governance Report Risk Management – Health & Safety	
11th December 2008 (revised from 20th November 2008)	Use of Resources Auditor Judgements (scores). Interim Internal Audit Activities Risk Management Q2 performance reports Q2 HR management information	
29 th January 2009	Q3 Performance Reports Q3 HR Management information Risk management Use of Resources Action Plan Audit Commission Data Quality Report	
19th March 2009	Internal Audit Strategic Plans Strategic Risk Register Audit Commission Annual Audit Letter BSS and Ch. Execs Departmental Plan updates 2009/10	
4 th June 2009	Internal Audit Annual Report and Assurance Opinion Annual Governance Statement (Statement on Internal Control) Audit Commission Annual Audit and Inspection Plan Corporate plan 2008/11 narrative HR management Information Statement on Internal Control	
25 th June 2009 (special meeting)	Statement of Accounts Q4 performance reports Corporate Plan Q4 year end 2008/9 Follow up to UoR Action Plan	