

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>REPORT TO</b>	<b>AUDIT AND GOVERNANCE COMMITTEE</b>
<b>DATE</b>	<b>6 DECEMBER 2016</b>
<b>SUBJECT</b>	<b>FORWARD WORK PROGRAMME</b>
<b>LEAD OFFICER</b>	<b>HEAD OF INTERNAL AUDIT – MIKE HALSTEAD</b>
<b>CONTACT OFFICER</b>	<b>AUDIT MANAGER - SIONED PARRY</b>
<b>Nature and reason for reporting</b> – To present a Forward Work Programme of the Audit and Governance Committee for the remainder of 2016/17 and 2017/18.	

## **1. INTRODUCTION**

- 1.1 The Audit and Governance Committee provides to those charged with governance independent assurance on the adequacy of the governance and risk management frameworks, the internal control environment, and the integrity of the financial reporting. By overseeing internal and external audit and other regulators, it makes an important contribution to ensuring that effective assurance arrangements are in place.
- 1.2 The Audit and Governance Committee agendas have a number of regular reports that members need to be updated and consider on a regular basis – either at every meeting or at prescribed points in the financial year. In addition, there are some member requests for further specific reports to the Audit and Governance Committee and sometimes previous comments given to return to Committee.
- 1.3 In light of comments made by Members in previous meetings and the concerns raised by the Head of Function (Resources) it is believed that in order to assist the Audit and Governance Committee to fulfil its functions as set out in the terms of reference approved on 9 February 2015, a programme of work has been prepared and is attached in **Appendix A**. The programme will in effect provide a provisional draft agenda for each scheduled meeting.
- 1.4 The forward work programme would act as a record of ongoing concerns of the Audit Committee and to ensure that progress to address those concerns are considered on a regular basis in a planned way by the Committee. It would also allow Members to request items to be considered at future meetings and allow Officers sufficient time to present the information and updates.
- 1.5 At the end of each Committee the last item would allow Members to update the future work programme taking into account the items considered by the Committee and any concerns that have resulted.

## **2. RECOMMENDATION**

- 2.1 Members are asked to consider and approve the proposed forward work programme for the remainder of 2016/17 and 2017/18.
- 2.2 Any amendments to the programme are reported as a standard item on the agenda of each meeting of the Audit and Governance Committee.



**AUDIT & GOVERNANCE COMMITTEE**

**FORWARD WORK PROGRAMME**

6 DECEMBER 2016

Contact Officer:	Sioned Parry
	Audit Manager
E-Mail:	SionedParry@anglesey.gov.uk
Telephone:	01248 756211

Date	Subject	Responsible Officer (including e-mail address)
<p>9 Feb 2017</p> <p>25 July 2017</p> <p>21 Sep 2017</p> <p>5 Dec 2017</p> <p>13 Feb 2018</p>	<p><b>Progress made on External Regulatory Reports</b> To consider the progress made on External Regulatory Reports which are directly related to the issues of governance or the management of risk within the Council.</p>	<p><b>Programme, Business Planning &amp; Performance Manager</b> GethinMorgan@anglesey.gov.uk</p>
<p>9 Feb 2017</p> <p>21 Sep 2017</p>	<p><b>Housing Benefit and Council Tax Benefit Investigations</b> The report will set out the details of the claims successfully investigated by the Benefits Investigation Team.</p>	<p><b>Head of Function (Resources)</b> MarcJones@anglesey.gov.uk</p>
<p>9 Feb 2017</p> <p>28 June 2017</p> <p>25 July 2017</p> <p>5 Dec 2017</p> <p>13 Feb 2018</p>	<p><b>Internal Audit Performance against the Annual Audit Plan</b> To review the Internal Audit Service's performance against the Annual Audit Plan on a quarterly basis.</p>	<p><b>Audit Manager</b> SionedParry@anglesey.gov.uk</p>
<p>28 June 2017</p>	<p><b>Draft Report of the Head of Function (Resources) regarding the Annual Finance and Governance Report 2016/2017</b></p>	<p><b>Head of Function (Resources)</b> MarcJones@anglesey.gov.uk</p>
<p>21 Sep 2017</p>	<p><b>Half Yearly Report on Treasury Management for 2017/2018</b> The report will detail the Council's position as regards compliance with its Treasury Management Strategy and Investment Strategy, and to note the current position on both investments and borrowing.</p>	<p><b>Head of Function (Resources)</b> MarcJones@anglesey.gov.uk</p>

Date	Subject	Responsible Officer (including e-mail address)
21 Sep 2017	<p><b>Treasury Management Activity and Actual Prudential Indicators for 2017/2018</b></p> <p>The annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity for 2017/2018. The report also covers the actual Prudential Indicators for 2017/2018 in accordance with the requirements of the Prudential Code.</p>	<p><b>Head of Function (Resources)</b> MarcJones@anglesey.gov.uk</p>
21 Sep 2017	<p><b>Report of the Head of Function (Resources) regarding the Annual Finance and Governance Report 2016/2017</b></p> <p>The Audit Committee is charged with approving the accounts on behalf of the Council, and is also charged with governance. The Audit Committee is therefore required to approve the Annual Finance and Governance Report 2016/2017, including the Statement of Accounts 2016/2017, to receive the Appointed Auditor's report on the accounts and the ISA 260, which also requires the Committee to approve the Final Letter of Representation.</p>	<p><b>Head of Function (Resources)</b> MarcJones@anglesey.gov.uk</p>
<p>6 Dec 2016</p> <p>28 Jun 2017</p> <p>5 Dec 2017</p>	<p><b>Corporate Risk Register</b></p> <p>To consider the corporate risks detailed in the Register.</p>	<p><b>Insurance &amp; Risk Manager</b> JulieJones@anglesey.gov.uk</p>
March 2017	<p><b>Internal Audit Strategy and Annual Plan 2017 to 2018</b></p> <p>To comply with the Public Sector Internal Audit Standards 2013, whereby the Internal Audit Strategy and Annual Plan are presented to the Audit &amp; Governance Committee for approval.</p>	<p><b>Audit Manager</b> SionedParry@anglesey.gov.uk</p>

Date	Subject	Responsible Officer (including e-mail address)
6 Dec 2016 9 Feb 2017	<b>Investment Strategy/Minimum Revenue Policy (MRP)</b> To advise Members of the Investment Strategy and Minimum Revenue Policy for the forthcoming year.	<b>Head of Function (Resources)</b> MarcJones@anglesey.gov.uk
<b>Future Items</b>		
28 Jun 2017	<b>Annual Governance Statement Action Plan 2016/2017</b> To report on the progress made in relation to the recommendations contained within the Annual Governance Statement Action Plan 2015/2016.	<b>Programme, Business Planning &amp; Performance Manager</b> GethinMorgan@anglesey.gov.uk
28 Jun 2017	<b>Internal Audit Annual Report 2016/2017</b> Under the terms of the Accounts and Audit Regulations, the Council is required annually to conduct a review of the effectiveness of its system of internal control and to review the Internal Audit Service's performance against the Annual Audit Plan for 2016/2017.	<b>Audit Manager</b> SionedParry@anglesey.gov.uk
25 July 2017	<b>Annual Governance Statement</b> Audit & Governance Committee are requested to comment on the content of the draft Annual Governance Statement 2016/2017 and contribute to the evaluations, conclusions and recommendations proposed to further develop or strengthen elements of the Council's governance arrangements during 2017/2018.	<b>Programme, Business Planning &amp; Performance Manager</b> GethinMorgan@anglesey.gov.uk
9 February 2017	<b>Internal Audits Updates:</b> Business Continuity ICT Disaster Recovery	<b>Audit Manager</b> SionedParry@anglesey.gov.uk
28 Jun 2017	<b>Internal Audit Update:</b> Corporate Safeguarding	<b>Audit Manager</b> SionedParry@anglesey.gov.uk