

For Publication

Bedfordshire Fire and Rescue Authority
Audit and Standards Committee
28 March 2018
Item No 12

REPORT AUTHOR: ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)

SUBJECT: REVIEW OF WORK PROGRAMME 2017/18

For further information on this report contact: Nicky Upton
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Background Papers: None

Implications (tick ✓):

LEGAL			FINANCIAL	
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New		CORE BRIEF	

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To review and report on the work programme for 2017/18 and to provide Members with an opportunity to request additional reports for the Audit and Standards Committee meetings for 2018/19.

RECOMMENDATION:

That Members consider the work programme for 2017/18 and note the 'cyclical' Agenda Items for each meeting in 2018/19.

ZOE EVANS
ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)

AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2017/18

Meeting Date	‘Cyclical’ Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 June 2017	<ul style="list-style-type: none"> • Appoint Vice Chair • Review of Terms of Reference • Annual Audit Fees 2017/18 • Draft Annual Governance Statement and Action Plan (2016/17) • Draft Summary of Statement of Accounts (2016/17) TBC • Internal Audit Annual Report 2016/17 (RSM) • Internal Audit Progress Report 2017/18 (RSM) • Audit Annual Report 2016/17 (& Opinion) (RSM) *1 • Audit and Governance Action Plan Monitoring • Review of Code of Conduct and Annual Report on Standards including Complaints • Corporate Risk Register • Work Programme 2017/18 	<p style="text-align: center;">TBC</p> <p>*1Deferred to 26 July 2017</p>	<ul style="list-style-type: none"> Review of Standing Orders New Internal Audit report (Governance – Transparency and Decision making) 	<p>Added at FRA meeting on 25 May 2017</p>

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
28 Sept 2017	<ul style="list-style-type: none"> • Audit Results Report (results of 2016-17 audit including any matters outstanding) (Ernst & Young) • Audit Annual Report 2016/17 (& Opinion) *1 • 2016/17 Statement of Accounts and Letter of Representation • Draft Annual Governance Statement and Action Plan (2016/17) • Revision to Standing Order 21** • Internal Audit Progress Report • Audit and Governance Action Plan Monitoring • Review of the Fire Authority's Effectiveness • Corporate Risk Register • Work Programme 2017/18 	<p>*1 Moved from 14 June 2017 meeting</p> <p>**Required to go to next FRA for confirmation prior to revision</p>		

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
6 December 2017	<ul style="list-style-type: none"> • Internal Audit Progress Report • External Audit Progress Report External Audit Progress Report (Annual Audit Letter – Ernst & Young) • Audit and Governance Action Plan Monitoring • Review of 'Monitored Policies' • Report on Registration of Interests and Gifts/Hospitality • Review of the Audit and Standards Committee Effectiveness • Corporate Risk Register • Statement of Assurance • Work Programme 2017/18 		Review of Code of Conduct	Added at FRA meeting on 16 October 2017

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
28 March 2018	<ul style="list-style-type: none"> • External Audit Plan 2017/18 (Ernst & Young) • Internal Audit Progress Report (RSM) • Internal Audit Strategy 2018/19 to 2020/21 (RSM) • Audit and Governance Action Plan Monitoring • Update to the Authority's Financial Regs (Biennial review) • Annual Review of the Fire Authority's Effectiveness • Corporate Risk Register and Review of Corporate Risk Management • Review of Work Programme 2018/19 		<p>Review of the entire Risk Register</p> <p>Presentation / Paper on Direction of Service Performance Reports</p> <p>Review of the Code of Conduct</p> <p>Members of the ASC to bring their mobile device/s to this meeting to register and sync them to Modern.gov software. (After the meeting)</p>	<p>Added ASC 01.12.17</p> <p>Added to Members' Development Day on 31.10.18</p> <p>Added ASC 06.12.17</p> <p>Requested by Mod.gov project team</p>

AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2018/19

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
6 July 2018	<ul style="list-style-type: none"> • Election of Vice Chair • Review of Terms of Reference • Annual Audit Fees 2018/19 • Internal Audit Annual Report 2017/18 (RSM) • Internal Audit Progress Report 2017/18 (RSM) • Audit Results Report (E&Y) (Results of 2017/18 audit including any matters outstanding) • Draft 2017/18 Annual Governance Statement, Statement of Accounts and Letter of Representation • Audit and Governance Action Plan Monitoring • Review of Code of Conduct and Annual Report on Standards • Corporate Risk Register • Work Programme 2018/19 		Review of 'Stakeholder Engagement' following Review of Effectiveness	Added ASC 06.12.17

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
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25 Sept 2018	<ul style="list-style-type: none"> • Audit Results Report (results of 2017-18 audit including any matters outstanding) (Ernst & Young) • Audit Annual Report 2017/18 (& Opinion) • 2017/18 Statement of Accounts and Letter of Representation • Draft Annual Governance Statement and Action Plan (2016/17) • Internal Audit Progress Report • Audit and Governance Action Plan Monitoring • Review of the Fire Authority's Effectiveness • Corporate Risk Register • Work Programme 2018/19 			

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