

For Publication

Bedfordshire Fire and Rescue Authority
Audit and Standards Committee
6 December 2017
Item No 14

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

SUBJECT: WORK PROGRAMME 2017/18

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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.

RECOMMENDATION:

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

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 |
| 6 December 2017 | <ul style="list-style-type: none"> • Internal 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 2017/18 | | <p>Review of the entire Risk Register</p> <p>Presentation / Paper on Direction of Service Performance Reports</p> | <p>Added CSPCG 29/11/17</p> <p>FRA Meeting 27.04.17</p> |

AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2018/19

| Meeting Date | ‘Cyclical’ Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------|---|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| TBC July 2018 | <ul style="list-style-type: none"> • Election of Vice Chair • Review of Terms of Reference • Annual Audit Fees 2017/18 • 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 | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------|---|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| TBC 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 | | | |