
Report to Resources & Audit Committee

Date of Meeting: 26 February 2014

Subject: Resources & Audit Forward Plan

Report by: Head of Strategy & Customer Services

1.0 Purpose

- 1.1. The purpose of this report is to present a forward plan for Resources & Audit Committee for the year 1 April 2015 to 31 March 2016.

2.0 Recommendations

- 2.1. It is recommended that Committee agree the forward plan for 2014/15 as set out at Appendix 1, subject to it being submitted to Council for approval.

3.0 Considerations

- 3.1. This report outlines a schedule of reports (Appendix 1) for Resources and Audit Committee for the year 2015/6. The Forward Plan reflects the remit of Resources and Audit Committee as approved by Council in June 2012.
- 3.2. Whilst the Plan covers the Committee's core remit, it should be noted that it may vary during the course of the year to accommodate unanticipated developments. Should this be the case, future reports to the Committee would highlight any additions or deletions from the agreed Plan.

4.0 Sustainability Implications

- 4.1. There are no direct sustainability implications arising from this report.

5.0 Resource Implications

5.1. Financial Details

- 5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4. *Staffing - there are no significant staff implications arising from this report.*

6.0 Exempt Reports

6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

- The area has a positive image and attracts people and businesses
- Our communities are more cohesive and inclusive
- People are better skilled, trained and ready for learning and employment
- Our communities are safer
- Vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
Yes No Not required in this instance.

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 - Resources & Audit Committee - Forward Plan 2015/16

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

The Council's Decision-Making Framework, 1 June 2012

Author(s)

| NAME | DESIGNATION | TEL NO / EXTENSION |
|-----------------|--------------------------------------|--------------------|
| Stuart Crickmar | Head of Strategy & Customer Services | 2127 |

Approved by

| NAME | DESIGNATION | SIGNATURE |
|-----------------|--------------------------------------|-------------------------|
| Stuart Crickmar | Head of Strategy & Customer Services | Signed: Stuart Crickmar |
| Garry Dallas | Executive Director | Signed: Garry Dallas |

Appendix 1 - Resources & Audit Committee - Forward Plan 2015/16

| Meeting | Date | Title of Report | Lead Officer |
|------------------------------|----------------------|--|--------------------------------------|
| APRIL 2015 | | | |
| R&A Committee | 30 April 2015 | | |
| | Corporate Reports | Internal Audit and Fraud Annual Assurance Statement 2014/15 | Internal Audit and Fraud Team Leader |
| | | Internal Audit and Fraud Progress Report | Internal Audit and Fraud Team Leader |
| | | Annual Governance Statement and Improvement Plans Update | Governance Manager |
| | | ALEOs: Annual Report | Head of S&CS |
| | Service Reports | Governance Progress Report: Strategy & Customer Services | Head of S&CS |
| | | Governance Progress Report: Resources & Governance Services | Head of R&G |
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| JUNE 2015 | | | |
| R&A Sub-Committee | 10 June 2015 | | |
| | | 3rd Quarter 2014/15 CWPT Report | CWPT Chair |
| | | 3rd Quarter 201 BJSPT Report | BJSPT Chair |
| | | Year-end Local Police Plan Report | Local Police Commander |
| | | Year-end Local Fire Plan Report | Local Fire Commander |
| | | CTSI Performance Report | CTSI Chief Officer |
| | | R&A Sub-committee Forward Plan | Head of S&CS |
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| R&A Committee | 18 June 2014 | | |
| | Corporate Reports | 2014/15- Year-end Risk Report | S&P Manager |
| | | 2014/15- Annual Complaints Report & Ombudsman Reports | Customer Services Manager |
| | | Internal Audit and Fraud Progress Report | Internal Audit and Fraud Team Leader |
| | Service Reports | Resources & Governance - 2014/15 Annual Performance Review | Head of R&G |
| | | Strategy & Customer Services - 2014/15 Annual Performance Review | Head of S&CS |
| | | Resources & Governance - 2015/16 Business Plan | Senior SS Manager |
| | | Strategy & Customer Services - 2015/16 Business Plan | Head of R&G |
| JULY 2015 | | | |

| Meeting | Date | Title of Report | Lead Officer |
|------------------------------|-------------------------|---|--------------------------------------|
| RECESS | 18 July 2015 | | |
| RECESS | 23 July 2015 | | |
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| AUGUST 2015 | | | |
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| RECESS | 30 July 2015 | | |
| RECESS | 6 August 2015 | | |
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| SEPTEMBER 2015 | 24 September | | |
| R&A Committee | Corporate Reports | Final Audited Accounts for 2014/15 | Chief Accountant/ Deloitte |
| | | 1st Q Council Financial Performance | Chief Accountant |
| | | Internal Audit and Fraud Progress Report | Internal Audit and Fraud Team Leader |
| | | 2014/15 Annual Fraud Report | Internal Audit and Fraud Team Leader |
| | | Corporate Plan Annual Progress Report | S&P Manager |
| | | | |
| | Service Reports | Strategy & Customer Services - 1st Q Performance Report | Head of S&CS |
| | | Resources & Governance - 1st Q Performance Report | Head of R&G |
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| OCTOBER 2015 | | | |
| R&A Sub Committee | 28 October 2014 | To be confirmed in June 2015 | |
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| DECEMBER 2015 | | | |
| R&A Committee | 3 December 2014 | | |
| | Corporate Reports | 2nd Q Council Financial Performance | Chief Accountant |
| | | Internal Audit and Fraud Progress Report | Internal Audit and Fraud Team Leader |
| | | 2014/15SOA Annual Report | S&P Manager |
| | | | |
| | Service Reports | Strategy & Customer Services - 2nd Q Performance Report | Head of S&CS |
| | | Resources & Governance - 2nd Q Performance Report | Head of R&G |
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| R&A Sub-Committee | 9 December | To be confirmed in June 2015 | |
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| FEBRUARY 2016 | | | |
| R&A Sub-Committee | 17 February 2016 | To be confirmed in June 2015 | |
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| Meeting | Date | Title of Report | Lead Officer |
|--------------------------|-------------------------|---|--------------------------------------|
| R&A Committee | 25 February 2016 | | |
| | Corporate Reports | Internal Audit and Fraud Progress Report | Internal Audit and Fraud Team Leader |
| | | 2015/16 Internal Audit and Fraud Annual Plan | Internal Audit and Fraud Team Leader |
| | | External Auditors Planning Report | Chief Accountant |
| | | Directors of Finance - Performance Indicators & Action Plan | Revenues Manager/ Chief Accountant |
| | | R&A Improvement Plan | Head of R&G |
| | | R&A Committee - Forward Plan 2016/17 | Head of R&G |
| | | 2014/15- Year-end SPI Report | S&P Manager |
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| | Service Reports | Strategy & Customer Services - 3rd Q Performance Report | Head of S&CS |
| | | Resources & Governance - 3rd Q Performance Report | Head of R&G |
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