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**Report to Audit Committee**

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**Date of Meeting: 6 February 2020**

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**Subject: Audit Committee Forward Plan 2020/21**

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**Report by: Strategic Director, Partnership & Performance**

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**1.0 Purpose**

- 1.1. The purpose of this report is to present a forward plan for Audit Committee.

**2.0 Recommendations**

- 2.1. It is recommended that Committee:
- 2.2. endorse the forward plan as set out at Appendix 1, subject to it being approved by Council;
- 2.3. notes that the Strategic Director has undertaken to develop a proposal for a learning and development programme to assist the Committee discharge its scrutiny role, for discussion at an informal meeting with Committee members at a date to be agreed.

**3.0 Considerations**

- 3.1. This report outlines a schedule of reports (Appendix 1) for Audit Committee up to March 2021. The Forward Plan reflects the remit of Audit Committee as approved by Council in August 2018.
- 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.
- 3.3. Following discussions between the Strategic Director, Partnership & Performance, the Chair and Vice Chair of the Audit Committee, it has been agreed that there is merit in developing a structured learning and development programme to assist the Committee discharge its scrutiny role effectively. As a consequence, the Strategic Director has undertaken to develop an initial proposal for discussion at an informal meeting with Committee members at a date to be set.
- 3.4. There are no financial implications arising from this report.

#### 4.0 Sustainability Implications

4.1. There are no 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 staff implications arising from this report.*

#### 6.0 Exempt Reports

6.1. Is this report exempt? 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 )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(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? An EQIA is not applicable in this context.

#### 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 – Audit Committee Forward Plan 2020/21

## 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)

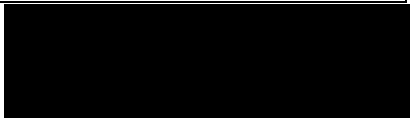
Yes  (please list the documents below)

- Council Decision Making Framework – Update, Report to Council 23 August 2018

### Author(s)

| NAME            | DESIGNATION        | TEL NO / EXTENSION |
|-----------------|--------------------|--------------------|
| Stuart Crickmar | Strategic Director | 2127               |

### Approved by

| NAME            | DESIGNATION        | SIGNATURE   |
|-----------------|--------------------|---|
| Stuart Crickmar | Strategic Director |  |



Audit Committee Forward Plan 2020

| Meeting               | Date         | Title of Report   | Service/Lead Officer                         |
|-----------------------|--------------|---|--|
| <b>APRIL 2020</b>     |              |   |  |
| AUDIT                 | 2 APRIL      | Council financial outturn: December   | Senior Manager: Finance & Revenues           |
|                       |              | Corporate Plan Annual Review  | Senior Manager: Legal & Governance           |
|                       |              | Procurement Strategy Review   | Senior Manager: Finance & Revenues           |
|                       |              | Exceptions to Contract Standing Orders  | Senior Manager: Finance & Revenues           |
|                       |              | Internal Audit Plan 2020/21   | Audit Manager                                |
|                       |              | Annual Treasury Report 2019/20  | Senior Manager: Finance & Revenues           |
|                       |              | External Audit Management Report 2019/20  | External Auditor                             |
|                       |              | Building Security Update  | Strategic Director                           |
| <b>JUNE 2020</b>      |              |   |  |
| AUDIT                 | 18 JUNE      | Council financial outturn: Year end   | Senior Manager: Finance & Revenues           |
|                       |              | Funded Organisations 2019/20 – Annual Update  | Senior Manager: Partnership & Transformation |
|                       |              | Exceptions to Contract Standing Orders  | Senior Manager: Finance & Revenues           |
|                       |              | Internal Audit Annual Assurance Report 2019/20  | Internal Audit Manager                       |
|                       |              | Local Government Benchmarking Framework 2018/19   | Senior Manager: Partnership & Transformation |
|                       |              | Fraud Strategy  | Senior Manager: Legal & Governance           |
|                       |              | Corporate Risk & External Audit Actions Update  | Senior Manager: Legal & Governance           |
|                       |              | Health & Safety Annual Report   | Senior Manager: HR & Workforce Planning      |
|                       |              | Annual Governance Statement   | Senior Manager: Legal & Governance           |
| <b>SEPTEMBER 2020</b> |              |   |  |
| AUDIT                 | 24 SEPTEMBER | Financial Statements 2019/20  | Senior Manager: Finance & Revenues           |
|                       |              | Annual report to those charged with Governance and the Controller of Audit for Financial Year Ended 2019-20 | External Auditor                             |
|                       |              | Internal Audit Progress Report  | Internal Audit                               |
|                       |              | Council financial outturn: June   | Senior Manager: Finance & Revenues           |
|                       |              | Procurement Annual Report   | Senior Manager: Finance & Revenues           |
|                       |              | Exceptions to Contract Standing Orders  | Senior Manager: Finance & Revenues           |
|                       |              | Annual Complaints Report  | Senior Manager: Legal & Governance           |
| <b>DECEMBER 2020</b>  |              |   |  |

| Meeting              | Date       | Title of Report                                | Service/Lead Officer               |
|----------------------|------------|--|------------------------------------|
| AUDIT                | 3 DECEMBER | Council financial outturn: August              | Senior Manager: Finance & Revenues |
|                      |            | Exceptions to Contract Standing Orders         | Senior Manager: Finance & Revenues |
|                      |            | Corporate Risk & External Audit Actions Update | Senior Manager: Legal & Governance |
|                      |            | Internal Audit Progress Report                 | Internal Audit                     |
|                      |            | National Scrutiny Plan                         | Strategic Director                 |
| <b>FEBRUARY 2021</b> |            |  |                                    |
| AUDIT                | 6 FEBRUARY | Council financial outturn: October             | Senior Manager: Finance & Revenues |
|                      |            | Annual Fraud Report                            | Senior Manager: Legal & Governance |
|                      |            | External Audit Planning Report                 | External Auditor                   |
|                      |            | Audit Forward Plan                             | Strategic Director                 |
|                      |            | Exceptions to Contract Standing Orders         | Senior Manager: Finance & Revenues |