



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 5

Audit and Governance Committee - Work Programming Report

To: Audit and Governance Committee

Meeting Date: 30th July 2021

Public report: Public Report

From: Robert Parkin
Chief Legal Officer and Monitoring Officer

Recommendations: The Audit and Governance Committee is recommended to:

a) comment on the suggested ways for developing the Committee's work programme.

b) Agree that officers should take forward the proposals in the report and provide an updated work programme and terms of reference for the committee to agree at their next meeting.

c) Invite the Chief Legal Officer/Monitoring Officer to develop proposals for a formal process of referral to the Audit and Governance Committee by other committees or the Combined Authority Board.

d) Note the current work programme for the Audit and Governance Committee for the 2021/22 municipal year attached at Appendix 3

Voting arrangements: A simple majority of all Members

1. Purpose

1.1 The Committee are requested to review and discuss the suggested ways of developing their work programme.

2. Background

2.1 At the Audit and Governance Committee meeting held on the 25th June 2021 the Committee agreed that the Monitoring Officer would work with the Chair to develop ideas around how the Committee would develop their work programme.

2.2 The Monitoring Officer and Audit and Governance Chair met on the 6th July 2021 and following this meeting suggest that there are four stances to the Committee's work programme and propose the below processes for members to consider:

1) **Standing Items** – items which the committee must consider and review as part of their functions laid out in their terms of reference (Appendix 1) these include:

- the constitution
- annual statement of accounts
- Annual Governance Statement
- Assurance framework
- whistleblowing, anti -fraud and complaints policies
- Treasury Management Strategy
- Internal Audit
- External Audit

The Committee will continue to receive these items throughout the municipal year.

2) **Horizon Scanning** – officers suggest that committee receive a report twice a year which will outline key areas of work for the Combined Authority for members to consider adding to their work programme.

The Committee could meet informally to discuss the Horizon Scanning report with relevant Directors in attendance to enable sharing of information prior to members resolving to add an item to their work programme.

3) **Corporate Risk Register** – consideration of the top five risks as items to that could be added to work programme. (top five risks to be detailed in future work programme reports)

4) **Referral of Items from Members of the Combined Authority** – a process for how members can refer items to the Audit and Governance Committee will be developed as part of the ways of working review being carried out.

The Overview and Scrutiny Committee have a process for Members of the Combined Authority to refer matter to them (Appendix 2) which Audit and Governance could replicate and request that their terms of reference are updated to include a similar process.

Currently referrals are discussed with the Chair who decides whether the item should be added to the work programme.

Members of the committee also have the opportunity to suggest additional items to the work programme at each meeting under their 'Work programme' item.

2.3 The Committee are requested to comment on the above and advise officers on their

preferences for how to manage the work programme going forward.

2.4 The current work programme is attached at Appendix 3 for members to note.

3. Financial Implications

3.1 None

4. Legal Implications

4.1 See Appendix 2 for guidance.

6. Appendices

6.1 Appendix 1 – Audit and Governance Committee Terms of Reference

6.2 Appendix 2 – O&S Committee References of Matters to Committee

6.3 Appendix 3 – A&G Work Programme 2021/22

7. Background Papers

7.1 Audit and Governance Minutes 25th June 2021