

Audit and Governance Work Programme Items

The Audit and Governance Committee meet four times a year, roughly following the financial timetable set by legislation.

Normally the Audit and Governance Committee are scheduled to meet in the following months:

July, September, December, March – this year the calendar has altered that a little. The dates for this municipal year, subject to confirmation by the Combined Authority Board are:

31 July 2020

2 October 2020

27 November 2020

2 April 2021

There is also a reserve date of 29 January 2021, if necessary.

(The Committee have also requested that they meet in public in June to consider the draft accounts for the Combined Authority.)

Below is a table of items that the committee must consider throughout the year.

Item	Description	Proposed Meeting
Combined Authority Board Update	Standing item on the agenda when a chief officer or by agreement once a year the Mayor for the Combined Authority provides an update on the activities for the authority.	Every meeting
Minutes	Standing item on the agenda for the committee to agree the minutes from the last meeting	Every meeting

Corporate Risk Register	Standing item by request of the committee to be considered at each meeting.	Every meeting
Work Programme	Standing item for the committee to consider their upcoming work programme.	Every meeting
Internal Audit – Progress Report	Report from the Internal Auditors to provide an update on the progress of the current internal audits.	Every meeting
External Audit – Audit Plan	The Committee receive and approve the final audit plan prepared by the external auditors	March each year
Internal Audit Plan:	Details of audit activity for the following year.	March each year
Treasury Management Strategy Summary	The Committee receive the report asks for comments comment on the draft Treasury Management Strategy.	March each year
Code of Corporate Governance	Code of Corporate Governance is based upon the CIPFA / SOLACE publication entitled “Delivering Good Governance in Local Government: Framework 2016 Edition.” An annual review is undertaken each year.	March each year
Assurance Framework	The Assurance Framework is a set of systems, processes and protocols, which along with standing orders, financial	March each year

	regulations, departmental procedures, and codes of practice is linked in a hierarchy of management and financial control procedures, which clearly define the responsibilities of members and the duties of the CPCA's officers, consultants and partners. – Approved annually.	
Internal Audit – Annual Report	A report provided by the Internal Auditors on the effectiveness of the Authority's systems of governance; risk management and internal control.	July each year
Value-for-Money	Statement report on Value for Money to be considered including 'benefit-cost-ratio'.	July
External Audit Final Results	The Committee receive the audit results report from the external auditors.	July each year
Annual Governance Statement	Explains how the Combined Authority has complied with the Local Code of Governance and meets the requirements of the Accounts and Audit (England) Regulations 2015 Regulation 6.1(b) – usually received along with the Annual Financial Report.	The Annual Governance Statement is reviewed by the A&G Committee every year as part of the Statements of Accounts (usually in July)
Annual Financial Report	The Committee receives the report which asks them to: a) approve the audited Statement of Accounts 2017/18	July each year

	b) Receive and approve the Annual Governance Statement 2017/18	
Annual Audit report	The Audit and Governance Committee review annually the work undertaken by the committee to ensure best practice and effectiveness for the Combined Authority is being achieved.	July each year
Review of the Constitution	The report was postponed from the July meeting; report to be delivered to the Board in September.	September
External Audit – Annual Audit Letter	The Committee receive the annual audit letter which communicates the key issues arising from external auditors work in carrying out the audit of the statement of accounts for the Cambridgeshire and Peterborough Combined Authority.	September each year
Internal Audit – Progress Report	Update to be delivered by the Internal Auditors.	September each year
Treasury Management Strategy Review	The Committee receive the report which review the current performance against the prudential indicators included within the Treasury Management Strategy.	September each year
External Audit – Draft Audit Plan	The Committee receive the draft Audit Plan and comment whether the planned audit is aligned with the Committee's expectations.	December each year

Treasury Management Strategy Update	The Committee receive the report which provides the Audit and Governance Committee with an update on the Combined Authority (CPCA)'s Treasury Management Strategy.	December each year
Assurance Framework	Committee agreed in May 2019 that the A/Framework be presented to Committee on 6-month basis.	December
Governance (decision making) Review	Committee to receive an update to review any issues/concerns raised (Executive Committees) etc	July 2020
Adult Education Budget		July 2020
Risk Strategy		December 2020
Data Protection		December 2020
Mayor of the Combined Authority	Diary availability has been requested	December 2020
Governance Review of Business Board		TBC
VfM presentation (development session)		July 2020
Members' Skills training	Joint session with the O&S Committee	Potentially Autumn 2020