

## Corporate Committee 24 January 2019

**Report title:** Action Monitoring and Work Programme 2018-19

**Wards:** All

**Portfolio:** Deputy Leader of the Council (Jobs, Skills and Performance): Councillor Jack Hopkins

**Report Authorised by:** Christina Thompson: Acting Strategic Director for Corporate Resources

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### Report summary

This report is to assist Corporate Committee in monitoring actions raised from previous meetings and also gives a summary of reports/items expected for future meetings.

### Finance summary

There are no financial implications from approving the work programme.

### Recommendations

1. To note the Corporate Committee's work programme for 2018/19.
2. To note the Corporate Committee's actions monitoring log.

## **1. CONTEXT**

- 1.1 The Corporate Committee receives a regular series of reports relating to the functions set out in paragraph 2.1 and 2.2, and these are listed in Appendix A. In addition to these reports the Committee can determine its own work programme based on its roles including acting as the Council's audit committee.

## **2. PROPOSAL AND REASONS**

- 2.1 The Committee's terms of reference set out its remit as the Council's audit committee which includes oversight of the following for areas where the Committee receives reports from officers and the Council's external auditor:
- a. Internal Audit and Investigation functions, including the consideration of strategies and policies, the annual assurance report, regular reports on completed work and performance of the external provider;
  - b. External Audit annual letter and related reports;
  - c. Review the annual statement of accounts and accounting policies;
  - d. Risk management arrangements;
  - e. Corporate Governance arrangements;
  - f. Annual Governance Statement;
  - g. Whistle blowing arrangements;
  - h. Bribery Act arrangements;
  - i. Regulation of Investigatory Powers Act 2000; and,
  - j. Referrals from other committees.
- 2.2 The Committee's terms of reference also include a number of non-audit responsibilities including the following where periodic reports are received and considered by the Committee:
- a. Approve the Council's statement of accounts;
  - b. Approve the Council Tax base and the National Non-Domestic Rate base;
  - c. Reports produced by the Strategic Director for Corporate Resources or the Chief Finance Officer;
  - d. Reports on personnel-related issues and Health and safety at work;
  - e. Local Government Ombudsman reports;
  - f. Maintain the Council's Constitution (insofar as it relates to the discharge of non-executive functions) and Financial Regulations;
  - g. Trustee of Trusts;
  - h. Elections;
  - i. Nominations for Freedom of the Borough;
  - j. Orders for designated public places;
  - k. Rush Common Act 1806; and,
  - l. Naming of local streets and buildings.

## **3. FINANCE**

- 3.1 This report sets work for the Committee's oversight of the Council's financial administration for the year 2018/19. However, the report does not seek decisions which give rise to any direct capital or revenue financial implications.

## **4. LEGAL AND DEMOCRACY**

- 4.1 The Accounts and Audit Regulations 2015 (which are made in exercise of the powers conferred by sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014) set out the requirements

for the Council to maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control.

- 4.2 Regulation 3 of the Accounts and Audit Regulations 2015 sets out the Council's responsibility for ensuring that it has a sound system of internal control which:
- a. facilitates the effective exercise of its functions and the achievement of its aims and objectives;
  - b. ensures that the financial and operational management of the authority is effective; and,
  - c. includes effective arrangements for the management of risk.
- 4.3 Regulation 5 requires the Council to ensure that it undertakes an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.
- 4.4 Regulation 6 requires the Council to conduct an annual review of the effectiveness of the system of internal control required by Regulation 3 and prepare an annual governance statement. The findings of the review must be considered by a committee or by members of the authority meeting as a whole and the annual governance statement approved. The annual governance statement must be approved in advance of the relevant authority approving the statement of accounts and prepared in accordance with proper practices in relation to accounts.
- 4.5 There were no further comments from Democratic Services.

## **5. CONSULTATION AND CO-PRODUCTION**

- 5.1 Councillor Adrian Garden, the Chair of Corporate Committee, is consulted regularly on future items and general business that is likely to be presented to Corporate Committee.

## **6. RISK MANAGEMENT**

- 6.1 An ineffective audit committee could result in inadequate governance, risk and control arrangements remaining unchallenged, resulting in increased risks of fraud, waste or error and the potential for adverse criticism from the external auditor or other agencies.

## **7. EQUALITIES IMPACT ASSESSMENT**

- 7.1 None.

## **8. COMMUNITY SAFETY**

- 8.1 None.

## **9. ORGANISATIONAL IMPLICATIONS**

- 9.1 None.

## **10. TIMETABLE FOR IMPLEMENTATION**

- 10.1 Not applicable.

<b>Audit Trail</b>				
<b>Consultation</b>				
<b>Name/Position</b>	<b>Lambeth directorates/department or partner</b>	<b>Date Sent</b>	<b>Date Received</b>	<b>Comments in para:</b>
Christine Webster, Interim Head of Internal Audit and Counter Fraud	Corporate Resources	14.01.19	15.01.19	
Alison McKane, Director of Legal Services and HR	Corporate Resources	14.01.19	15.01.19	
Christina Thompson: Acting Strategic Director for Corporate Resources	Corporate Resources	14.01.19	15.01.19	
David Rose, Democratic Services	Corporate Resources	14.01.19	14.01.19	

<b>Report History</b>	
<b>Original discussion with Cabinet Member</b>	N/A
<b>Report deadline</b>	14.01.19
<b>Date final report sent</b>	
<b>Part II Exempt from Disclosure/confidential accompanying report?</b>	No
<b>Key decision report</b>	No
<b>Date first appeared on forward plan</b>	N/A
<b>Key decision reasons</b>	N/A
<b>Background information</b>	N/A
<b>Appendices</b>	Appendix A – Corporate Committee Work Programme 2018-19 Appendix B - Corporate Committee Action Monitoring 2018-19