

LONDON BOROUGH OF CAMDEN	WARDS: All
REPORT TITLE: Work and Training Plan and Action Tracker	
REPORT OF: Borough Solicitor	
FOR SUBMISSION TO: Audit and Corporate Governance Committee	DATE: 26 th September 2024
<p>SUMMARY OF REPORT: This report summarises plans for the Committee’s work programme and training and provides an action tracker detailing progress on actions arising from previous meetings.</p> <p>Local Government Act 1972 – Access to Information No documents that require listing were used in the preparation of this report.</p> <p>Contact Officer: Vicky Wemyss-Cooke Committee Services Manager Town Hall Judd Street London WC1H 9JE 020 7974 5726 Vicky.wemyss-cooke@camden.gov.uk</p>	
<p>RECOMMENDATIONS:</p> <p>The Committee is asked to:</p> <ul style="list-style-type: none"> i) Note the work plan for the remainder of 2024/25 as set out at Appendix A and agree any amendments; ii) Note and comment on the training proposal set out at paragraph 3.4 of the report; and iii) Note the action tracker for actions arising from the last meeting as per Appendix C. 	
<p>SIGNED:</p> <p style="text-align: center;">Borough Solicitor</p> <p>Date: 17th September 2024</p>	

1. Introduction

- 1.1 The report outlines the Audit and Corporate Governance Committee's work plan for the remainder of the 2024/25 municipal year as attached at **Appendix A** and invites the Committee to note and amend it as necessary.
- 1.2 In considering amendments to the work plan or scheduling training the Committee should have regard to its terms of reference as at **Appendix B**.
- 1.3 The Committee is also asked to note the action tracker for actions arising from the meetings in 2023/24 as set out at **Appendix C**.
- 1.4 Additionally, it has been previously agreed that the Committee should have regular sight of, and have regard to, the nine elements of the Chartered Institute of Public Finance Accountancy's (CIPFA) guidance on 'Evaluating the Effectiveness of an Audit Committee'. These are listed at **Appendix D**.

2. Work plan 2024/25

- 2.1 The structure of the work plan follows a similar pattern to previous years, comprised of reports that the Committee is required to take under its terms of reference, regulations or CIPFA guidance and reports the Committee has previously requested.
- 2.2 The Committee is asked to consider whether there are any other matters within its terms of reference that it wishes to add to the work programme for a future meeting.

3. Member Training

- 3.1. A programme of induction and training for Members of the Committee was agreed prior to the May 2022 elections based on the following principles:-
 - Focused on the key areas where Members might lack skills.
 - Arranged to be timely, so as to inform upcoming Committee decisions.
 - Where possible held immediately prior to Committee meetings.
 - No more than 45 – 60 minutes where possible.
 - Run by officers unless external expertise is needed.
- 3.2 The following sessions took place after the May 2022 elections:
 - Internal Audit and Anti-Fraud – Thursday 16th June 2022, 5.30-6.30pm (immediately before the Committee meeting)
 - Treasury Management – Tuesday 28th June 2022, 6.30-9.00pm
 - External Audit – Thursday 8th September 2022, 6.00-7.00pm (immediately before the Committee meeting)
 - Risk Management – Thursday 17th November 2022, 6.00-7.00pm (immediately before the Committee meeting)

3.3 The session held on the 8th September 2022 was abandoned part way through as the news came in of the passing of Her Majesty Queen Elizabeth II. The session was completed on 2nd November 2022 via Teams.

3.4 Members have indicated at recent meetings that they would like to receive refresher training on the key areas of work of the committee, as well as training on how to interpret local authority accounts and external accounts such as those of Camden Learning and Camden Living. Officers are therefore proposing the following programme of sessions, and comments from Members of the Committee on this proposal, and on any further training requirements, are welcomed:-

- Risk Management – Thursday 28th November 2024, 6.00-7.00pm (followed by the Committee meeting at 7.00pm)
- Accounts and External Audit – Thursday 27th February 2025, 6.00-7.00pm (followed by the Committee meeting at 7.00pm)
- Internal Audit and Anti-Fraud – Thursday 3rd April 2025, 6.00-7.00pm (followed by the Committee meeting at 7.00pm)

A session on Treasury Management will be scheduled once the meeting schedule for the 2025/26 municipal year is known.

3.5 Moving forward, it is proposed to run training every two years, with a full suite run as part of the post local election Member Induction programme, followed by a refresher suite run around the middle of the four year term of the Council. Members are of course free to request additional training at any time and officers will do their best to accommodate any such requests, particularly for new Members joining the committee mid-term.

4. Legal comments of the Borough Solicitor

4.1. This is a report of the Borough Solicitor and there are no further legal comments.

5. Finance comments of the Executive Director Corporate Services

5.1. The Executive Director Corporate Services has been consulted and has no comments.

6. Environmental Implications

6.1 There are no environmental implications arising from this report.

ENDS