

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: 17 th November 2022
<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 the previous meeting.</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 Crowndale Centre 218 Eversholt Street London NW1 1BD 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 2022/23 as set out at Appendix A and agree any amendments; ii) Note the training sessions that have taken place for members of the Committee and indicate if there are any further areas in which Members would like to receive training; and iii) Note the action tracker for actions arising from the previous meeting as per Appendix C. 	

SIGNED:

A handwritten signature in blue ink, appearing to read "Andrew King". The signature is fluid and cursive, with a long horizontal stroke at the end.

Borough Solicitor

Date: 8th November 2022

1. Introduction

- 1.1 The report outlines the Audit and Corporate Governance Committee's work plan and planned training sessions for the remainder of the 2022/23 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 previous meetings 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 2022/23

- 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. 2022 Member Induction and 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 By the time of the meeting the following sessions will have taken place:
 - Internal Audit and Anti-Fraud – Thursday 16th June, 5.30-6.30pm (immediately before the Committee meeting)
 - Treasury Management – Tuesday 28th June, 6.30-9.00pm
 - External Audit – Thursday 8th September, 6.00-7.00pm (immediately before the Committee meeting)

- Risk Management – Thursday 17th November, 6.00-7.00pm (immediately before the Committee meeting)
- 3.3 The session held on the 8th September 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 via Teams.
- 3.4 Officers would be happy to look at arranging additional training sessions on areas not covered above, and the comments of Members of the Committee on the proposed training and any further requirements are welcomed.
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