

**REPORT TO:** Business Efficiency Board

**DATE:** 11 June 2014

**REPORTING OFFICER:** Strategic Director – Policy & Resources

**SUBJECT:** Business Efficiency Board – Work Plan 2014/15

**PORTFOLIO:** Resources

**WARD(S):** Borough-wide

## **1.0 PURPOSE OF REPORT**

1.1 This report provides a draft work plan for the Business Efficiency Board for 2014/15. The work plan is attached at Appendix 1.

**2.0 RECOMMENDATION: That the Business Efficiency Board considers and approves its work plan for 2014/15.**

## **3.0 SUPPORTING INFORMATION**

3.1 The powers and duties of the Business Efficiency Board are set out in the Council Constitution. The attached work plan outlines areas for consideration by the Board at each of its meetings over the financial year to help ensure that it meets its responsibilities.

3.2 The work plan has been prepared taking into account a practical spread of issues across the year allowing for specific items that are determined by statutory or other prescribed timescales.

3.3 The areas identified in the work plan are those known and anticipated at the current time. It is possible that issues may arise that may require additional reports to be added or the timing of reports to change.

## **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

4.1 The Business Efficiency Board is responsible for approving the Council's Annual Governance Statement. It is therefore essential that the work plan of the Business Efficiency Board reflects the primary sources of assurance over the Council's governance framework. These sources of assurance include:

- The work of internal audit;
- The Council's risk management arrangements;
- The work of the Council's external auditor.

4.2 The Board also has responsibilities in respect of efficiency, improvement and procurement. Specifically, these include responsibility for:

- Monitoring the Council's performance against the Efficiency Strategy;
- Monitoring the implementation of the Council's Procurement Strategy;
- Ensuring that the Council has effective processes in place to obtain value for money from its contractual arrangements with third parties.

## **5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

5.1 Good corporate governance requires independent, effective assurance about the adequacy of financial management and reporting. CIPFA considers that these functions are best delivered by an audit committee that is independent of the executive and scrutiny functions.

5.2 The maintenance of an effective governance framework contributes to the achievement of all the Council's priorities.

## **6.0 RISK ANALYSIS**

6.1 An effective audit committee helps to raise the profile of internal control, risk management and financial reporting issues within an organisation, as well as providing a forum for the discussion of issues raised by internal and external auditors. This can enhance the public trust and confidence in the financial governance of an authority.

6.2 By agreeing a work plan the Council is formally setting out how the Business Efficiency Board will meet its responsibilities as the Council's Audit Committee.

## **7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None identified

## **8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None

## Appendix 1 – Business Efficiency Board Work Plan 2014/15

	11 June 2014	16 Sep 2014	18 Nov 2014	25 Feb 2015
<b>Internal Audit:</b>				
<ul style="list-style-type: none"> <li>• Quarterly progress report (2014/15 Audit Plan)</li> <li>• 2013/14 Annual Internal Audit Report</li> <li>• Approval of 2015/16 Internal Audit Plan</li> </ul>	x	x	x	x
<b>Financial Reporting:</b>				
<ul style="list-style-type: none"> <li>• Approval of Abstract of Accounts (2013/14)</li> </ul>		x		
<b>External Audit:</b>				
<ul style="list-style-type: none"> <li>• 2014/15 Audit Fee Letter</li> <li>• Audit Findings Report / Financial Resilience Report (Including audit opinion and Value For Money conclusion)</li> <li>• 2013/14 Grant Certification Work Plan</li> <li>• External Audit Plan</li> <li>• 2013/14 Grant Certification Report</li> <li>• External Audit Update Report</li> </ul>	x	x		x
<b>Governance:</b>				
<ul style="list-style-type: none"> <li>• Approval of Annual Governance Statement (The draft Annual Governance Statement is presented at the June meeting. The final version will be presented at the September meeting)</li> </ul>	x	x		
<b>Risk Management:</b>				
<ul style="list-style-type: none"> <li>• Risk Management Policy / Review of Corporate Risk Register</li> </ul>	x		x	
<b>Anti-Fraud &amp; Corruption:</b>				
<ul style="list-style-type: none"> <li>• Annual Update Report</li> </ul>		x		
<b>Efficiency:</b>				
<ul style="list-style-type: none"> <li>• Efficiency Programme update</li> </ul>	x		x	

	11 June 2014	16 Set 2014	18 Nov 2014	25 Feb 2015
<b>Procurement:</b>				
<ul style="list-style-type: none"> <li>• Procurement update</li> </ul>	x		x	
<b>Other matters:</b>				
<ul style="list-style-type: none"> <li>• Business Efficiency Board Work Plan</li> </ul>	x			