



Leicester  
City Council

**WARDS AFFECTED**  
All

## **FORWARD TIMETABLE OF CONSULTATION AND MEETING**

**Audit and Risk Committee**

**25 June 2014**

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### **Proposed Schedule of Meetings for the Financial Year 2014-15**

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#### **Report of the Director of Finance**

##### **1. Purpose of Report**

- 1.1. To present to the Committee the schedule of meetings and their agendas for the Financial Year 2014-15 agreed at the meeting of 19 March.

##### **2. Recommendations (or OPTIONS)**

- 2.1. The Committee is recommended to:-

- Note the plan content – Appendix 1; and,
- Raise any issues or questions with the report author or the Director of Finance.

##### **3. Summary**

- 3.1. The meetings of the Committee have traditionally been scheduled based on historic occurrence, with each meeting agenda following the same pattern. This year, the Committee were presented with a plan for the following year toward the end of the previous financial year. This allowed the established members to agree on the forward format of meetings – both timing and agendas – based on their experience throughout the past year.
- 3.2. The Internal Audit Manager has also taken the opportunity to try to group reports for the Committee into a series of themed meetings.

##### **4. Report**

- 4.1. For many years the Audit and Risk Committee meetings have been scheduled to take place around the same time each year based on past occurrence. Similarly, the agenda for these meetings has followed the same pattern.

- 4.2. By changing this approach, members get the opportunity to feed in their thoughts and comments relating to both the timing (and number) of meetings as well as the agenda content. By trying to bring to as many meetings as possible, papers that are similar in nature or content to the same meeting, it is hoped that this makes life a little easier for members to understand and digest their content. This means that, wherever possible, all of the papers and reports aligned to Fraud Prevention activity will come to the same meeting(s) for example.
- 4.3. This approach also makes it easier to schedule the 'training' session at the start of each meeting to assist members with their understanding of the papers that they will later be reviewing. Wherever possible, the pre-meeting 'training' session will cover a topic that will appear on that meetings agenda.
- 4.4. The timing of this report is also important to ensure that existing Committee members, who will have 'served' at least a year on the Committee, are agreeing the plan, rather than bringing the report to the first meeting of the year when there may be a number of new members with limited knowledge of the Committee along with its aims and objectives.
- 4.5. The agreed plan is attached as Appendix 1.

## **5. FINANCIAL AND LEGAL IMPLICATIONS**

### **5.1. Financial Implications**

- 5.1.1 There are no financial implications of note relating to this paper.  
Colin Sharpe, Head of Finance – 37 4081.

### **5.2. Legal Implications**

- 5.2.1 There are no legal implications of note relating to this paper.  
Kamal Adatia, City Barrister and Head of Standards – 37 1401.

**6. Other Implications**

<b>OTHER IMPLICATIONS</b>	<b>YES/ NO</b>	<b>Paragraph/References Within Supporting information</b>
Risk Management	Yes	All of the paper.
Climate Change	No	
Equal Opportunities	No	
Policy	Yes	All of the paper.
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on Low Income	No	
Corporate Parenting	No	
Health Inequalities Impact	No	

**7. Report Author**

7.1. Tony Edeson, Head of Internal Audit and Risk Management – 37 1621