

Sample outline

Please see below a sample outline of the day.

Title	Public Accountability for Academy Trust Accounting Officers
Audience	Accounting Officer and those supporting the Accounting Officer
Duration	One day

10.00	Introduction to the programme and an opportunity for delegates to relate the agenda to their learning needs
10.10	An introduction to the Accounting Officer (AO) role <ul style="list-style-type: none">▪ Sources of guidance, e.g., Chapter 3 of Managing Public Money (HM Treasury), and equivalent guidance for Academies;▪ The Corporate Governance Code for Central Government Departments;▪ Accountability and governance arrangements in the central government sector;▪ Overview of the Accounting Officer (AO) role including relationship with Principal AO in Department for Education;▪ Sources of assurance and support for the AO;▪ The scrutiny role of the National Audit Office, and Westminster Public Accounts Committee▪ The AO's role in setting the tone for the organisation
11:30	Break
11.45	The personal responsibilities of the Accounting Officer PART 1: Operating with regularity and propriety, including recent examples of qualified accounts and case studies for discussion.
12.45	Lunch

13.15	<p>Personal responsibilities of the Accounting Officer</p> <p>PART 2: operating as an arm's length from Department for Education (including reference to the Principal Accounting Officer's Accountability System Statement)</p> <ul style="list-style-type: none"> ▪ Brief overview of the landscape of central government; ▪ The rationale for arm's length bodies (ALBs); ▪ Equivalent arrangements in the NHS and Education sectors; ▪ Relationship between the RTMAT AO and the board; ▪ Responsibilities of the Principal AO for governance oversight; ▪ Sources of further guidance and recent case studies
14.00	<p>Personal responsibilities of the Accounting Officer</p> <p>PART 3:</p> <ul style="list-style-type: none"> ▪ project management and procurement (including due diligence); ▪ delivering value for money ▪ the management of risk and opportunity; and the requirement to learn from experience
14.40	<p>Personal responsibilities of the Accounting Officer</p> <p>PART 4</p> <ul style="list-style-type: none"> ▪ Financial management and the annual report and accounts; ▪ The AO's governance statement and relationship with the Audit and Risk Assurance Committee; ▪ Performance management; ▪ Giving evidence at the Public Accounts Committee; ▪ The role of senior executives in supporting the AO ▪ Newly issued guidance and current developments with regard to the AO role
15.15	Final questions, comments and observations
15.30	Programme closes