

Audit and Corporate Governance Committee

WORK PROGRAMME 2008-09

Date of meeting	Item	Purpose	Governance					Assurance gathering	Decision/ approval
			Internal Audit	Audit Comm.	Finance	Risk	Misc.		
26 Jun 2008	Election of chairman	To elect a chairman					X		X
	Election of vice-chairman	To elect a vice-chairman					X		X
	Update on Agresso	To consider system conversion issues only not performance					X		
	Internal audit management report	<ul style="list-style-type: none"> To report on management issues. To summarise progress of internal audit against the 2008/09 audit plan. To summarise the priorities and planned audit work for the current quarter. 	X						
	Internal audit activity report	<ul style="list-style-type: none"> To summarise the outcomes of recent internal audit activity. To review the report and the main issues arising. To seek assurance that action has been taken. 	X					X	
	Internal Audit Annual Report	To provide internal audit's opinion on the Council's control environment for 2007/2008	X					X	
	Updated opinion plan 2006/07	To provide an update		X				X	
	Statement of accounts	To approve the statement of accounts subject to final audit			X				X

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	Annual Governance Statement	To approve the Annual Governance Statement					X		X
	Outcome of complaint	To consider the outcome of the Ombudsman's investigation into a complaint					X	X	
	Annual Audit and Inspection Letter	To gain assurances from the overall summary of the Audit Commission's assessment of the Council, drawing on audit, inspection and performance assessment work		X				X	
	Committee's work programme for 2008/09	To note the committee's work programme for the year and the area's where assurances can be sought as those charged with governance in South Oxfordshire District Council					X	X	
	Risk management	To provide information on how the council is managing its strategic risks				X		X	
	Local Code of Governance performance measuring	To provide an update on the proposals for measuring performance against the local code of governance approved by the committee in March 2008.					X	X	
24 Sep 2008	Internal audit management report	<ul style="list-style-type: none"> To report on management issues. To summarise progress of internal audit against the 2008/09 audit plan. To summarise the priorities and planned audit work for the current quarter. 	X					X	

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	Internal audit activity report	<ul style="list-style-type: none"> To summarise the outcomes of recent internal audit activity. To review the report and the main issues arising. To seek assurance that action has been taken. 	X					X	
	Report to those charged with governance	To consider the issues raised by the Audit Commission as part of their audit before they give their opinion		X				X	
	Local Government Ombudsman's annual letter	<ul style="list-style-type: none"> To consider a summary of information on complaints. To draw any lessons learned about the council's performance and complaint-handling arrangements To seek assurances from officers on service improvements as a result of the letter 					X	X	
	Approval of final statement of accounts 2007/08	To approve the final statement of accounts following audit.			X				X
	Risk management	To provide information on how the council is managing its strategic risks				X		X	
3 Dec 2008	Internal audit management report	<ul style="list-style-type: none"> To report on management issues. To summarise progress of internal audit against the 2008/09 audit plan. To summarise the priorities and planned audit work for the current quarter. 	X					X	

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	Internal audit activity report	<ul style="list-style-type: none"> To summarise the outcomes of recent internal audit activity. To review the report and the main issues arising. To seek assurance that action has been taken. 	X					X	
	Use of resources	To consider opinion on whether the council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources (value for money conclusion)		X				X	
	Update on the opinion plan	To consider the Audit Commission's update (if available)		X				X	
	Risk management	To provide information on how the council is managing its strategic risks				X		X	
	Local Code of Governance performance measuring	To provide an update on performance against the local code of governance					X	X	
25 Mar 2009	Internal audit management report	<ul style="list-style-type: none"> To report on management issues. To summarise progress of internal audit against the 2008/09 audit plan. To summarise the priorities and planned audit work for the current quarter. 	X					X	

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	Internal audit activity report	<ul style="list-style-type: none"> To summarise the outcomes of recent internal audit activity. To review the report and the main issues arising. To seek assurance that action has been taken. 	X					X	
	Internal audit annual plan 2008-2009	<ul style="list-style-type: none"> To explain the process for setting the internal audit plan and for calculating the resources available. To set out the proposed internal audit annual plan for 2008/2009. To approve the internal audit annual plan for 2008/2009. 	X						X
	Audit and Inspection Letter	To consider the Audit Commission's overall summary of its assessment of the council		X				X	
	Audit and Inspection Plan 2009/10	To consider the plan for the coming year		X					

Other items (when required)

- The determination of enhanced benefits in respect of redundancies and early retirements.
- To agree the changing of salary grades for any posts at head of service and above.
- To agree human resources matters relating to the Local Government Pension Scheme. These include changes to the scheme requiring local decisions; responding to consultations for scheme amendments; applying discretionary termination payments to staff, in cases of early retirement on efficiency rounds; and amending or implementing new Council policies on pensions (eg discretionary payments policy).