

Audit and Corporate Governance Committee

WORK PROGRAMME 2009-10

Date of meeting	Item	Purpose	Governance					Assurance gathering	Decision/ approval
			Internal Audit	Audit Comm.	Finance	Risk	Misc.		
29 Jun 2009	Election of chairman	To elect a chairman					X		X
	Election of vice-chairman	To elect a vice-chairman					X		X
	IA Annual Report 2008/2009	•							
	Internal audit management report	<ul style="list-style-type: none"> • To report on management issues. • To summarise progress of internal audit against the 2009/10 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	
	Statement of accounts including the Annual Governance Statement	To approve the statement of accounts including the Annual Governance Statement subject to final audit			X				X

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	Audit plan letter	To note the Audit Commission's planned activities and estimated fees and to raise any issues with the Audit Commission		X				X	
	Committee's work programme for 2009/10	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 strategy	Purpose: to recommend to Cabinet to approve a risk management strategy				X		X	
29 Sep 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	
	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	
	Audit Commission's Annual Governance report	To consider the issues raised by the Audit Commission as part of their audit before they give their opinion		X				X	

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	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 2009/10	To approve the final statement of accounts following audit.			X				X
	Systems provided by Capita	To consider a report on the systems provided by Capita					X		
	Risk management					X		X	
15 Dec 2009	Internal audit management report	<ul style="list-style-type: none"> To report on management issues. To summarise progress of internal audit against the 2009/10 audit plan. To summarise the priorities and planned audit work for the current quarter. 	X					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	
	Annual audit letter and final use of resources report	To consider the Audit Commission's letter and report		X				X	

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23 Mar 2010	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	
	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 2010-2011	<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 2010/2010. To approve the internal audit annual plan for 2008/2009. 	X						X
	Annual inspection letter and audit fee	To consider the Audit Commission's annual inspection letter and the audit fee		X				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).