

Audit and Corporate Governance Committee

WORK PROGRAMME 2010-11

Date of meeting	Item	Purpose	Governance					Assurance gathering	Decision/ approval
			Internal Audit	Audit Comm.	Finance	Risk	Misc.		
29 Jun 10	Election of chairman	To elect a chairman					X		X
	Election of vice-chairman	To elect a vice-chairman					X		X
	Audit fee letter	To note the Audit Commission's planned activities and estimated fees and to raise any issues with the Audit Commission		X				X	
	Business continuity	<ul style="list-style-type: none"> To consider an update on the rationalisation of business continuity arrangements, an update on the disaster recovery plan and a general update 					X	X	
	Internal audit annual report 2009/2010	<ul style="list-style-type: none"> To consider the work of internal audit to the year ended 31 March 2010 							
	Internal audit management report	<ul style="list-style-type: none"> To report on management issues. To summarise progress of internal audit against the 2010/11 audit plan. To summarise the priorities and planned audit work for the current quarter. 	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	
	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
	Committee's work programme for 2010/11	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	
28 Sep 10	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
	International Financial Reporting Standards	To consider a report on the known effects of the International Financial Reporting Standards			X			X	
	Strategic risk register	<ul style="list-style-type: none"> To review and note strategic risks and monitor 				X		X	
	Housing and council tax benefits	To consider an update on performance on housing and council tax benefits					X		
14 Dec 10	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	

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	International Financial Reporting Standards	To consider a report on the known effects of the International Financial Reporting Standards			X			X	
	Scrutiny of the treasury management strategy	To undertake scrutiny of the treasury management strategy, policies and performance							
	Business continuity	<ul style="list-style-type: none"> To consider an update on the rationalisation of business continuity arrangements, an update on the disaster recovery plan and a general update 					X	X	
	Annual audit letter and final use of resources report	To consider the Audit Commission's letter and report		X				X	
22 Mar 11	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	

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	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	
	Strategic risk register	<ul style="list-style-type: none"> To review and note strategic risks and monitor 				X			
	Operational risk register	<ul style="list-style-type: none"> To review and note operational risks 				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).