

# Audit and Corporate Governance Committee

## WORK PROGRAMME 2011-12

Date of meeting	Item	Purpose	Governance					Assurance gathering	Decision/ approval
			Internal Audit	Audit Comm.	Finance	Risk	Misc.		
13 July 2011	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	
	Internal audit annual report 2010/11	<ul style="list-style-type: none"> <li>To consider the work of internal audit to the year ended 31 March 2011</li> </ul>							
	Internal audit management report	<ul style="list-style-type: none"> <li>To report on management issues.</li> <li>To summarise progress of internal audit against the 2011/12 audit plan.</li> <li>To summarise the priorities and planned audit work for the current quarter.</li> </ul>	X						
	Internal audit activity report	<ul style="list-style-type: none"> <li>To summarise the outcomes of recent internal audit activity.</li> <li>To review the report and the main issues arising.</li> <li>To seek assurance that action has been taken.</li> </ul>	X					X	
	Statement of accounts	To consider the statement of accounts subject to final audit			X				X
	Annual Governance Statement	To seek clarification of the assurances if required							

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	Committee's work programme for 2011/12	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	
29 Sep 2011	Internal audit management report	<ul style="list-style-type: none"> <li>To report on management issues.</li> <li>To summarise progress of internal audit against the 2011/12 audit plan.</li> <li>To summarise the priorities and planned audit work for the current quarter.</li> </ul>	X					X	
	Internal audit activity report	<ul style="list-style-type: none"> <li>To summarise the outcomes of recent internal audit activity.</li> <li>To review the report and the main issues arising.</li> <li>To seek assurance that action has been taken.</li> </ul>	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	
	Local Government Ombudsman's annual letter	<ul style="list-style-type: none"> <li>To consider a summary of information on complaints.</li> <li>To draw any lessons learned about the council's performance and complaint-handling arrangements</li> <li>To seek assurances from officers on service improvements as a result of the letter</li> </ul>					X	X	
	Approval of final statement of accounts 2010/11	To approve the final statement of accounts following audit.			X				X

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	Treasury management outturn	To note the outturn and to make recommendations that officers should take into account when setting the 2012/13 treasury management strategy.							
	Business continuity	<ul style="list-style-type: none"> <li>To review and note the business continuity arrangements</li> </ul>					X		
	Strategic risk register annual update	<ul style="list-style-type: none"> <li>To review and note strategic risks</li> </ul>				X		X	
13 Dec 2011	Internal audit management report	<ul style="list-style-type: none"> <li>To report on management issues.</li> <li>To summarise progress of internal audit against the 2011/12 audit plan.</li> <li>To summarise the priorities and planned audit work for the current quarter.</li> </ul>	X					X	
	Internal audit activity report	<ul style="list-style-type: none"> <li>To summarise the outcomes of recent internal audit activity.</li> <li>To review the report and the main issues arising.</li> <li>To seek assurance that action has been taken.</li> </ul>	X					X	
	Scrutiny of the treasury management strategy	To undertake scrutiny of the treasury management strategy, policies and performance							
	Annual audit letter and final use of resources report	To consider the Audit Commission's letter and report		X				X	

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20 Mar 2012	Internal audit management report	<ul style="list-style-type: none"> <li>To report on management issues.</li> <li>To summarise progress of internal audit against the 2011/12 audit plan.</li> <li>To summarise the priorities and planned audit work for the current quarter.</li> </ul>	X					X	
	Internal audit activity report	<ul style="list-style-type: none"> <li>To summarise the outcomes of recent internal audit activity.</li> <li>To review the report and the main issues arising.</li> <li>To seek assurance that action has been taken.</li> </ul>	X					X	
	Internal audit annual plan 2012-2013	<ul style="list-style-type: none"> <li>To explain the process for setting the internal audit plan and for calculating the resources available.</li> <li>To set out the proposed internal audit annual plan for 2012/13.</li> </ul>	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).