

# Audit and Governance Work Programme

containing Joint Audit and Governance  
Committee work to be undertaken  
APRIL 2024 – MARCH 2025



## What is the work programme?

The Audit and Governance Work Programme belongs to South Oxfordshire District Council's and Vale of White Horse District Council's Joint Audit and Governance Committee and sets out a schedule of work for the period shown above. It is a rolling plan, subject to change at each committee meeting; however, the councils may allocate additional work without notice.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
<b>15 April 2024</b>					
<b>Code of Corporate Governance</b>	Joint Audit and Governance Committee 15 Apr 2024	Vivien Williams vivien.williams@southoxfordshire.gov.uk	The committee is responsible for considering corporate governance matters.		

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<b>Regulation of Investigatory Powers Act 2000 (RIPA) annual review</b>	Joint Audit and Governance Committee 15 Apr 2024	Vivien Williams vivien.williams@southandvale.gov.uk	To inform the Joint Audit and Governance Committee regarding the councils' use of directed surveillance and covert human intelligence sources during 2022 as required by the statutory code of practice.	To note the usage of RIPA during 2022. To approve the amendments to the RIPA policy. To agree conclusions in the report and support recommended actions.	
<b>Internal audit plan 2024/25</b>	Joint Audit and Governance Committee 15 Apr 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service.	To approve the internal audit plan for 2024/25.	
<b>Update on Statement of Accounts 2023/24</b>	Joint Audit and Governance Committee 15 Apr 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	To receive an update about the progress of the council's statement of accounts.		

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<b>Corporate risk review</b>	Joint Audit and Governance Committee 15 Apr 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee agreed to receive regular progress reports on the Corporate risk register and implementation of the risk management framework.	To review and comment on progress.	
<b>2 July 2024</b>					
<b>Code of conduct annual report - 2023/24</b>	Joint Audit and Governance Committee 2 Jul 2024	Vivien Williams vivien.williams@southandvale.gov.uk	The committee has responsibility for having an overview of the standards of conduct framework for councillors, any co-opted members and parish councillors.	To review operation of the code of conduct.	
<b>Internal audit annual report 2023/24</b>	Joint Audit and Governance Committee 2 Jul 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	To review the work of internal audit in 2023/24 and to consider the annual internal audit opinion.	To monitor the effectiveness of internal audit and to make recommendations for changes as necessary.	

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<b>Internal audit update report - Q1 2024/25</b>	Joint Audit and Governance Committee 2 Jul 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
<b>26 September 2024</b>					
<b>Statement of accounts 2022/23</b>	Joint Audit and Governance Committee 26 Sep 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	Each year the committee must approve each council's statement of accounts and ensure they comply with the requirements of accounting practice.	The committee is asked to: 1. Consider the report for the council's external auditor 2. Approve each council's statement of accounts 3. Approve each council's annual governance statements 4. Agree that the committee's co-chairs sign-off the letters of representation to the external auditor	

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<b>15 October 2024</b>					
<b>Internal audit update report - Q2 2024/25</b>	Joint Audit and Governance Committee 15 Oct 2024	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
<b>Annual complaints report</b>	Joint Audit and Governance Committee 15 Oct 2024	Mark Minion, Head of Corporate Services mark.minion@southandvale.gov.uk	The committee is responsible for reviewing the formal complaints received and performance in responding to complaints against timescales set out in the corporate complaints policy.	To review the complaints and performance in responding within the timescales set in the corporate complaints policy.	
<b>Corporate risk review</b>	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee agreed to receive regular progress reports on the Corporate risk register and implementation of the risk management framework.	To review and comment on progress.	

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<b>Treasury management outturn report - 2023/24</b>	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for monitoring the councils' treasury management activity.	To consider the 2023/24 outturn report and make recommendations to Cabinet	
<b>2023/24 Annual Joint Audit and Governance Report to Council</b>	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	An annual report to inform the councils of the work of the Joint Audit and Governance committee was requested by the committee.		
<b>Review of the Joint Audit and Governance Committee's Terms of Reference</b>	Joint Audit and Governance Committee 15 Oct 2024	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	In response to a recommendation from an external trainer, the committee agreed to review the terms of reference for the committee.	To review and make recommendations to council for the updating of the Joint Audit and Governance Committee's terms of reference.	
<b>27 January 2025</b>					
<b>Health and Safety</b>	Joint Audit and Governance Committee 27 Jan 2025	Andrew Busby andrew.busby@southandvale.gov.uk	The committee agreed to receive regular reports on health and safety.	To review and comment on progress.	

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<b>Regulation of Investigatory Powers Act 2000 (RIPA) annual review</b>	Joint Audit and Governance Committee 27 Jan 2025	Vivien Williams vivien.williams@southandvale.gov.uk	To inform the Joint Audit and Governance Committee regarding the councils' use of directed surveillance and covert human intelligence sources during 2022 as required by the statutory code of practice.	To note the usage of RIPA during 2022. To approve the amendments to the RIPA policy. To agree conclusions in the report and support recommended actions.	
<b>Internal audit update report - Q3 2024/25</b>	Joint Audit and Governance Committee 27 Jan 2025	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
<b>Treasury management mid-year monitoring report 2024/25</b>	Joint Audit and Governance Committee 27 Jan 2025	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee is responsible for the scrutiny of the councils' treasury management activity.	To review the councils' mid-year treasury management mid-year report.	
<b>Treasury management strategy 2025/26</b>	Joint Audit and Governance Committee 27 Jan 2025	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk			

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<b>25 March 2025</b>					
<b>Corporate risk review</b>	Joint Audit and Governance Committee 25 Mar 2025	Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk	The committee agreed to receive regular progress reports on the Corporate risk register and implementation of the risk management framework.	To review and comment on progress.	
<b>Internal audit update report - Q4 2024/25</b>	Joint Audit and Governance Committee 25 Mar 2025	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The committee is responsible for monitoring internal audit work to ensure an adequate internal control environment.	The committee is asked to review the outcomes of recent internal audit work and to ensure that timely actions are taken to manage risks effectively.	
<b>Internal audit plan 2025/26</b>	Joint Audit and Governance Committee 25 Mar 2025	Victoria Dorman-Smith, Internal Audit and Risk Manager victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service.	To approve the internal audit plan for 2025/26.	