

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken in 2020



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
Risk management	Joint Audit and Governance Committee 13 Jul 2020	Yvonne Cutler-Greaves Yvonne.CutlerGreaves@southandvale.gov.uk	The committee agreed to receive regular progress reports on the implementation of the risk management framework.	To review and comment on progress.	
Health and safety	Joint Audit and Governance Committee 13 Jul 2020	Sally Truman sally.truman@southandvale.gov.uk			

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Internal audit activity report - fourth quarter 2019/20	Joint Audit and Governance Committee 13 Jul 2020	Victoria Dorman-Smith victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2019/20. The report will summarise the outcomes of recent internal audit activity for the committee to consider.	The committee is asked to review the report and main issues arising and seek assurance that action has been or will be taken where necessary.	This is a recurring agenda item and is updated at each meeting.
Internal audit management report - fourth quarter 2019/20	Joint Audit and Governance Committee 13 Jul 2020	Victoria Dorman-Smith victoria.dorman-smith@southandvale.gov.uk	The committee monitors the effectiveness of internal audit each quarter against the approved audit plan.	To report on management issues, summarise progress against the 2019/20 audit plan and summarise the priorities and planned audit work for the next quarter.	This is a recurring agenda item and is updated at each meeting.
Internal audit plan 2020/21	Joint Audit and Governance Committee 13 Jul 2020	Victoria Dorman-Smith victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service.	To approve the internal audit plan for 2020/21.	

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Code of conduct annual report	Joint Audit and Governance Committee September 2020	Margaret Reed, Head of Legal and Democratic margaret.reed@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.	
Regulation of Investigatory Powers Act 2000 - policy and procedures	Joint Audit and Governance Committee September 2020	Margaret Reed, Head of Legal and Democratic margaret.reed@southandvale.gov.uk			
Comments and complaints	Joint Audit and Governance Committee September 2020	Sally Truman sally.truman@southandvale.gov.uk	The committee is responsible for monitoring the councils' comments and complaints.	To review the comments and complaints received during 2018/19.	
Internal audit annual report 2019/20	Joint Audit and Governance Committee September 2020	Victoria Dorman-Smith victoria.dorman-smith@southandvale.gov.uk	To review the work of internal audit in 2019/20.	To monitor the effectiveness of internal audit and to make recommendations for changes as necessary.	
External auditor's audit planning reports 2019/20	Joint Audit and Governance Committee September 2020	Simon Hewings simon.hewings@southandvale.gov.uk	The external auditor to report on how it intends to carry out its responsibilities as auditor.	To consider the external auditor's report.	

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Treasury management outturn 2019/20	Joint Audit and Governance Committee September 2020	Simon Hewings simon.hewings@southandvale.gov.uk	The committee is responsible for monitoring the councils' treasury management activity.	To consider the 2019/20 outturn report and make recommendations to Cabinet.	
Statement of accounts 2019/20	Joint Audit and Governance Committee 26 Nov 2020	Simon Hewings simon.hewings@southandvale.gov.uk	Each year the committee must approve each council's statement of accounts and ensure that they comply with the requirements of accounting practice.	The committee is asked to approve each council's statement of accounts and supporting documents for final sign-off by the committee's co-chairs and the councils' external auditor.	The requirement to approve the statement of accounts has been delayed in 2020 due to the Covid-19 pandemic.
Internal audit activity report - First and second quarters 2020/21	Joint Audit and Governance Committee 26 Nov 2020	Victoria Dorman-Smith victoria.dorman-smith@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2020/21. The report will summarise the outcomes of recent internal audit activity for the committee to consider.	The committee is asked to review the report and main issues arising and seek assurance that action has been or will be taken where necessary.	This is a recurring agenda item and is updated at each meeting.

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Internal audit management report - First and second quarters 2020/21	Joint Audit and Governance Committee 26 Nov 2020	Victoria Dorman-Smith victoria.dorman-smith@southandvale.gov.uk	The committee monitors the effectiveness of internal audit each quarter against the approved audit plan.	To report on management issues, summarise progress against the 2020/21 audit plan and summarise the priorities and planned audit work for the next quarter.	This is a recurring agenda item and is updated at each meeting.