

Audit and Governance Work Programme

containing Joint Audit and Governance
Committee work to be undertaken
MARCH – JUNE 2022



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 |
|--|--|--|---|-------|-------|
| Statement of accounts - 2021/22 | Joint Audit and Governance Committee 29 Mar 2022 | Simon Hewings, Head of Finance simon.hewings@southandvale.gov.uk | To receive an update on the progress of the 2021/22 statement of accounts and for the committee to consider the statement of accounting policies. | | |

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|---|--|--|---|---|-------|
| Internal audit activity report - fourth quarter 2021/22 | Joint Audit and Governance Committee 29 Mar 2022 | Victoria Dorman-Smith, Internal Audit Manager 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 the main issues arising and seek assurance that action has been or will be taken where necessary. | |
| Internal audit management report - fourth quarter 2021/22 | Joint Audit and Governance Committee 29 Mar 2022 | Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk | To report on management issues, summarise progress against the audit plan, and summarise priorities. | This is a recurring agenda item and is updated at each meeting. | |
| Internal audit plan - 2022/23 | Joint Audit and Governance Committee 29 Mar 2022 | Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk | The council audits its services through the internal audit service. | To approve the internal audit plan for 2022/23. | |
| Insourcing of exchequer services and financial management system upgrade | Joint Audit and Governance Committee 29 Mar 2022 | Ben Watson, Exchequer and Procurement Manager ben.watson@southandvale.gov.uk | To receive a progress update on the current position and ongoing work related to the insourcing of Exchequer Services from Capita. | To receive both comments on the progress of insourcing and any follow-up work the committee would seek. | |

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| Adoption of Oxfordshire code of conduct for councillors | Joint Audit and Governance Committee 29 Mar 2022 | Patrick Arran, Head of Legal and Democratic patrick.arran@southandvale.gov.uk | The committee is asked to consider the proposed code of conduct, and if approved, recommend to the councils for adoption. | To consider the proposed code of conduct. | |
| Health and safety progress review | Joint Audit and Governance Committee 29 Mar 2022 | Deborah Porter Deborah.Porter@southandvale.gov.uk | The committee agreed to receive regular reports on health and safety. | To review and comment on the report. | |
| Internal audit activity report - first quarter 2022/23 | Joint Audit and Governance Committee 5 Jul 2022 | Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk | The council audits its services through the internal audit service in line with the approved internal audit plan. The report will summarise the outcomes of recent audit activity for the committee to consider. | The committee is asked to review the report and the main issues arising and seek assurance that action has been or will be taken as necessary. | |
| Internal audit management report - first quarter 2022/23 | Joint Audit and Governance Committee 5 Jul 2022 | Victoria Dorman-Smith, Internal Audit Manager victoria.dorman-smith@southandvale.gov.uk | The committee monitors the effectiveness of internal audit each quarter against the audit plan. | To report on management issues, summarise progress against the audit pan, and summarise priorities. | |
| Health and safety | Joint Audit and Governance Committee 5 Jul 2022 | Deborah Porter, Health and Safety Advisor Deborah.Porter@southandvale.gov.uk | The committee agreed to receive regular reports on health and safety. | To review and comment on the report. | |

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| Risk management | Joint Audit and Governance Committee 5 Jul 2022 | Harry Barrington-Mountford, Head of Policy and Programmes harry.barrington-mountford@south-oxfordshire.gov.uk | The committee agreed to receive regular progress reports on the implementation of the risk management framework. | To review and comment on progress. | |