

Audit and corporate governance work programme

containing Audit and Corporate Governance Committee work to be
undertaken
1 July 2014 - 30 April 2015



Listening Learning Leading

The audit and governance work programme belongs to the council's Audit and Corporate Governance Committee and sets out a schedule of work for the period shown above. It is a rolling plan, subject to change at each Audit and Corporate Governance Committee meeting; however, the council may allocate additional work.

You can make representations on any issue below. Please contact the officer shown below by 10am on the day the committee is due to meet or steve.culliford@southandvale.gov.uk (Tel. 01235 540307).

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
1 July 2014 meeting					
Internal audit activity - first quarter 2014/15	Audit and Corporate Governance Committee 1 Jul 2014	Craig Pullen Tel. 01491 823544, email: craig.pullen@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2014/15.	To 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.	This is a recurring agenda item, and is updated at each meeting.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit management report - first quarter 2014/15	Audit and Corporate Governance Committee 1 Jul 2014	Craig Pullen Tel. 01491 823544, email: craig.pullen@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 of the internal audit team against the 2014/15 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 annual report 2013/14	Audit and Corporate Governance Committee 1 Jul 2014	Craig Pullen Tel. 01491 823544, email: craig.pullen@southandvale.gov.uk	Each year the council's internal audit team produces an annual report to review activities over the previous year.	To report on the work of internal audit in the year ended 31 March 2014, and to advise the committee of the Audit Manager's opinion on the overall adequacy and effectiveness of the internal control environment.	
29 September 2014 meeting					
Comments and complaints 2013/14	Audit and Corporate Governance Committee 29 Sep 2014	Mr David Buckle, Chief Executive Tel. 01491 823103 Email: david.buckle@southandvale.gov.uk	The committee is responsible for monitoring the council's comments and complaints.	To provide the committee with information and statistics about the complaints received during 2013/14.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Treasury management outturn 2013/14	Audit and Corporate Governance Committee 29 Sep 2014	Bob Watson Tel. 01235 540426 Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity.	To consider the treasury management outturn for 2013/14.	
External auditor's annual governance report	Audit and Corporate Governance Committee 29 Sep 2014	Mr William Jacobs, Head of Finance Tel. 01491 823326 Email: william.jacobs@southandvale.gov.uk	The external auditor publishes an annual governance report on the council's activities.	To consider the issues raised by Ernst & Young, the council's external auditors, as part of its audit of the council's statement of accounts before it gives its opinion.	
Statement of accounts 2013/14	Audit and Corporate Governance Committee 29 Sep 2014	Mr Simon Hewings Tel. 01491 823583 Email: simon.hewings@southandvale.gov.uk	The council must produce a statement of accounts each year and the committee is responsible for approving it.	To approve the statement of accounts 2013/14.	
Annual governance statement 2013/14	Audit and Corporate Governance Committee 29 Sep 2014	Steve Culliford Tel. 01235 540307 Email: steve.culliford@southandvale.gov.uk	The council is required to publish an annual governance statement each year.	To approve the annual governance statement 2013/14.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Letter of representation to the council's external auditor	Audit and Corporate Governance Committee 29 Sep 2014	Mr William Jacobs, Head of Finance Tel. 01491 823326 Email: william.jacobs@southandvale.gov.uk	The committee's chairman and the section 151 officer are required to sign a 'letter of representation' to the external auditor, as part of the process in completing the statement of accounts.	To consider and agree the letter of representation.	
20 January 2015 meeting					
Treasury management mid-year monitoring 2014/15	Audit and Corporate Governance Committee 20 Jan 2015	Bob Watson Tel. 01235 540426 Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity.	To review the council's treasury management activities for the first six months of the 2014/15 financial year.	
Treasury management strategy 2015/16	Audit and Corporate Governance Committee 20 Jan 2015	Bob Watson Tel. 01235 540426 Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the council's treasury management activity and to propose a strategy to Council, via Cabinet, for the management of this function in the forthcoming year.	To scrutinise the treasury management strategy and policy and if required make recommendations for amendment to Cabinet.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
External auditor's annual audit letter	Audit and Corporate Governance Committee 20 Jan 2015	Mr William Jacobs, Head of Finance Tel. 01491 823326 Email: william.jacobs@southandvale.gov.uk	The external auditor, Ernst & Young, is responsible for auditing the council's business.	To consider the external auditor's annual audit letter 2013/14.	
External auditor's report on the certification of claims and returns 2013/14	Audit and Corporate Governance Committee 20 Jan 2015	Mr William Jacobs, Head of Finance Tel. 01491 823326 Email: william.jacobs@southandvale.gov.uk	The external auditor, Ernst & Young, is responsible for auditing the council's business.	To consider the external auditor's report on the certification of claims and returns 2013/14.	
17 March 2015 meeting					
Internal audit plan 2015/16	Audit and Corporate Governance Committee 17 Mar 2015	Mrs Adrianna Partridge Tel. 01491 823544 Email: adrianna.partridge@southandvale.gov.uk	The council audits its services through internal audit and formulates an annual plan for this work.	To explain the process for setting the internal audit plan and for calculating the resources available and to set out the proposed internal audit annual plan for 2015/16.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
External audit plan	Audit and Corporate Governance Committee 17 Mar 2015	Mr William Jacobs, Head of Finance Tel. 01491 823544 Email: william.jacobs@southandvale.gov.uk	The external auditor, Ernst & Young, is responsible for auditing the council's business.	To consider the audit plan setting out how Ernst & Young intends to carry out its responsibilities as auditor.	