

Audit and governance work programme

containing Audit and Governance Committee work to
be undertaken

1 SEPTEMBER 2015 - 31 JANUARY 2016



The audit and governance work programme belongs to the councils' 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.

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.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Internal audit activity report– second quarter 2015/16	Joint Audit and Governance Committee 28 September 2015	Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk	The council audits its services through the internal audit service in line with the approved internal audit plan 2015/16.	To 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 - second quarter 2015/16	Joint Audit and Governance Committee 28 September 2015	Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk	The committee monitors the effectiveness of internal audit each quarter against the approved audit plan	To report on management issues, summarise the first quarter progress of the internal audit team against the 2015/16 audit plan, and summarise the priorities and planned audit work for quarter three.	This is a recurring agenda item, and is updated at each meeting.
External auditor's annual governance report 2014/15	Joint Audit and Governance Committee 28 September 2015	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The external auditor publishes an annual governance report on the council's activities.	To consider the external auditor's annual governance report 2014/15	
Statements of accounts 2014/15	Joint Audit and Governance Committee 28 September 2015	Simon Hewings simon.hewings@southandvale.gov.uk	The councils must produce statements of accounts each year.	To approve the statements of accounts 2014/15	
Annual governance statement 2014/15	Joint Audit and Governance Committee 28 September 2015	Ron Schrieber Email: ron.schrieber@southandvale.gov.uk	The council is required to publish an annual governance statement.	To approve the annual governance statement.	
Treasury management outturn 2014/15	Joint Audit and Governance Committee 28 September 2015	Bob Watson 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 2014/15.	

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Letter(s) of representation to the council's external auditor	Joint Audit and Governance Committee 28 September 2015	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The committee's co-chairmen 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(s) of representation.	
Comments and complaints 2014/15	Joint Audit and Governance Committee 28 September 2015	David Buckle Email c/o: jeanette.cox@southandvale.gov.uk	The committee is responsible for monitoring the councils comments and complaints.	To review the comments and complaints received during 2014/15	
Treasury management mid-year monitoring 2015/16	Joint Audit and Governance Committee 25 January 2016	Bob Watson Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the councils' treasury management activity.	To review the councils' treasury management activities for the first six months of the 2015/16 financial year.	
Treasury management strategies 2015/16	Joint Audit and Governance Committee 25 January 2016	Bob Watson Email: bob.watson@southandvale.gov.uk	The committee is responsible for the scrutiny of the councils' treasury management activity and to propose a strategies to Councils, via Cabinets, for the management of this function in the forthcoming year.	To scrutinise the treasury management strategies and policies and if required, make recommendations for amendment to Cabinets	

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External auditor's annual audit letter	Joint Audit and Governance Committee 25 January 2016	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The external auditor, Ernst & Young, is responsible for auditing the councils@ business.	To consider the external auditor's annual audit letter 2014/15.	