

# Audit and governance work programme

containing Audit and Governance Committee work to  
be undertaken

1 OCTOBER 2015 - 31 MARCH 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
<b>Internal audit activity report– third quarter 2015/16</b>	Joint Audit and Governance Committee 25 January 2016	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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<b>Internal audit management report - third quarter 2015/16</b>	Joint Audit and Governance Committee 25 January 2016	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.
<b>Business continuity review</b>	Joint Audit and Governance Committee 25 January 2016	Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk	The findings from a review of the councils' response to the Crowmarsh fire which occurred on 15 January 2015	To consider and note the audit manager's report	
<b>Treasury management mid-year monitoring 2015/16</b>	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.	

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<b>Treasury management strategies 2015/16</b>	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	
<b>External auditor's annual audit letter</b>	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.	
<b>Comments and complaints 2014/15</b>	Joint Audit and Governance Committee 25 January 2016	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	
<b>Review of procedures for dealing with code of conduct complaints</b>	Joint Audit and Governance Committee 21 March 2016	Margaret Reed Email: margaret.reed@southandvale.gov.uk	The procedures are due for review by the Committee	To review the procedures.	
<b>Internal audit plan 2016/17</b>	Audit and Governance Committee 21 March 2016	Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk	The council audits its services through the internal audit service.	To approve the internal audit plan for 2016/17	

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<b>External auditor's report</b>	Audit and Governance Committee 21 March 2016	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The external auditor to bring a progress report		