

Audit and governance work programme

containing Audit and Governance Committee work to
be undertaken
1 MARCH - 31 DECEMBER 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– fourth quarter 2015/16	Joint 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 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 - fourth quarter 2015/16	Joint Audit and Governance Committee 21 March 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.
Review of procedures for dealing with code of conduct complaints	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.	
Internal audit plan 2016/17	Joint 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	
External auditor's reports	Joint Audit and Governance Committee 21 March 2016	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The external auditor to bring progress reports		

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Review of statement of accounting policies	Joint Audit and Governance Committee 21 March 2016	Simon Hewings simon.hewings@southandvale.gov.uk	To audit and review the policies and principles used when compiling the 2015/16 accounts.		
Internal audit annual report 2015/16	Joint Audit and Governance Committee June 2016	Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk	Each year the council's internal audit team produces an annual report to review activities over the previous year	To review internal audit activity during 2015/16	
External auditor's fees	Joint Audit and Governance Committee June 2016	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The external auditor to set out the audit and certification fees for 2016/17		
Comments and complaints 2015/16	Joint Audit and Governance Committee June 2016	David Buckle Email c/o: mark.hewer@southandvale.gov.uk	The committee is responsible for monitoring the councils' comments and complaints.	To review the comments and complaints received during 2015/16	
External auditor's annual governance reports 2015/16	Joint Audit and Governance Committee September 2016	William Jacobs, Email: william.jacobs@southandvale.gov.uk	The external auditor publishes an annual governance report on the councils' activities.	To consider the external auditor's annual governance reports 2015/16	

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Statements of accounts 2015/16	Joint Audit and Governance Committee September 2016	Simon Hewings simon.hewings@southandvale.gov.uk	The councils must produce statements of accounts each year.	To approve the statements of accounts 2015/16	
Annual governance statements 2015/16	Joint Audit and Governance Committee September 2016	Ron Schrieber Email: ron.schrieber@southandvale.gov.uk	The councils are required to publish annual governance statements	To approve the annual governance statements	
Treasury management outturn 2015/16	Joint Audit and Governance Committee September 2016	Simon Hewings simon.hewings@southandvale.gov.uk	The committee is responsible for the scrutiny of the councils' treasury management activity.	To consider the treasury management outturn for 2015/6	
Letters of representation to the council's external auditor	Joint Audit and Governance Committee September 2016	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 letters of representation	