

# Audit and governance work programme

containing Audit and Governance Committee work to  
be undertaken

31 MARCH 2016- 31 JANUARY 2017



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 – first quarter 2016/17</b>	Joint Audit and Governance Committee 4 July 2016	Adrianna Partridge Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	The council audits its services through the internal audit service in line with the approved internal audit plan 2016/17.	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 - first quarter 2016/17</b>	Joint Audit and Governance Committee 4 July 2016	Adrianna Partridge Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	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 2016/17 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>Internal audit annual report 2015/16</b>	Joint Audit and Governance Committee 4 July 2016	Adrianna Partridge Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	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	
<b>External auditor's fees</b>	Joint Audit and Governance Committee 4 July 2016	William Jacobs, Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The external auditor to set out the audit and certification fees for 2016/17		
<b>Comments and complaints 2015/16</b>	Joint Audit and Governance Committee 4 July 2016	David Buckle Email c/o: <a href="mailto:mark.hewer@southandvale.gov.uk">mark.hewer@southandvale.gov.uk</a>	The committee is responsible for monitoring the councils' comments and complaints.	To review the comments and complaints received during 2015/16	

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<b>External auditor's annual governance reports 2015/16</b>	Joint Audit and Governance Committee 26 September 2016	William Jacobs, Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The external auditor publishes an annual governance report on the councils' activities.	To consider the external auditor's annual governance reports 2015/16	
<b>Statements of accounts 2015/16</b>	Joint Audit and Governance Committee 26 September 2016	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	The councils must produce statements of accounts each year.	To approve the statements of accounts 2015/16	
<b>Annual governance statements 2015/16</b>	Joint Audit and Governance Committee 26 September 2016	Ron Schrieber Email: <a href="mailto:ron.schrieber@southandvale.gov.uk">ron.schrieber@southandvale.gov.uk</a>	The councils are required to publish annual governance statements	To approve the annual governance statements	
<b>Treasury management outturn 2015/16</b>	Joint Audit and Governance Committee 26 September 2016	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	The committee is responsible for the scrutiny of the councils' treasury management activity.	To consider the treasury management outturn for 2015/16	

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<b>Letters of representation to the council's external auditor</b>	Joint Audit and Governance Committee 26 September 2016	William Jacobs, Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	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	
<b>Treasury management mid-year monitoring 2016/17</b>	Joint Audit and Governance Committee 23 January 2017	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	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 2016/17 financial year.	
<b>Treasury management strategies 2016/17</b>	Joint Audit and Governance Committee 23 January 2017	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	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 23 January 2017	William Jacobs, Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	The external auditor, Ernst & Young, is responsible for auditing the councils@ business.	To consider the external auditor's annual audit letter 2015/16.	